



Intra-governmental Payment and Collection System

Version 1.0

RITS Application

User Manual



Department of the Treasury

Financial Management Service



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For additional copies of this manual, see:

http://www.fms.treas.gov/goals/GOALS_IPAC.html

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Introduction

What is RITS?

RITS (Retirement and Insurance Transfer System) is a specially tailored option of the Inter-Governmental Payment and Collections System (IPAC) which automates the submission of the **Report Of Withholdings And Contributions For Health Benefits, Life Insurance And Retirement** (SF 2812) and **Report of Withholdings and Contributions for Health Benefits by Enrollment Code** (SF 2812A) to the Office of Personnel Management (OPM). RITS was jointly developed by OPM and Financial Management Services (FMS). The application's primary purpose is to automate the transfers of Federal employees' health benefit, retirement and life insurance program information and payments. A separate RITS 2812/2812A report is required for each payroll office.

RITS Processing

OPM invests monies received in interest bearing US Treasury Securities. The monies are used to pay the health insurance and life insurance carriers and to pay annuities to retirees. RITS accumulates information from the Federal Program Agencies (FPAs) about the total amount of withholdings and related agency contributions for retirement and insurance. Each user agency defines one or more payrolls, associated pay cycles and payroll start dates. From these parameters, RITS creates and maintains an automated payroll/report schedule. This schedule gives the FPAs and OPM the ability to calculate and track obligation due dates and payment timeliness.

Agency submission performance is monitored on a regular basis by OPM. In the event that a payment is delinquent, OPM has the ability to create an estimated report on the agency's behalf. Estimated reports are based on the most recent payment made by the agency that best reflects the probable amount of the current obligation. Once an agency generates a successful RITS transaction for the delinquent obligation, the RITS application automatically reverses any estimated payment processed by the OPM administrator.

On a daily basis, the OPM administrator initiates a process to collect all RITS transactions due and submitted for payment. This process extracts all health benefit, retirement and life insurance program information for transmission to OPM for its internal processing. At the same time, it generates formatted transactions to be submitted to IPAC to transfer funds to satisfy the obligations incurred by each report.

RITS System Requirements

To use the RITS System, the computer must have:

- Access to the Internet
- A browser with 128-bit encryption - Microsoft Internet Explorer 4.0 or higher or Netscape Navigator 4.0 or higher
- The browser must have cookies enabled
- Software to view Portable Document Format (PDF) files (such as Adobe Acrobat™)

About This Manual

This Guide's Audience

This Manual is intended for new users of the RITS system and experienced users of RITS transitioning to the newest version. The intention of this manual is to describe the RITS online system in its entirety, though individual users will only have access to the screens and functions that are authorized by their organization. For a list of roles and functions available in the RITS application, see *Appendix E—RITS Roles and Functions*.

Assumptions

It is assumed that the users of this manual are familiar with the following:

- The use of a personal computer in a Windows environment.
- The basics of the Internet and the Internet browser they will be using.
- The accounting procedures unique to their organization.
- The Treasury reporting requirements outlined in the **Treasury Financial Manual** (TFM).

Organization

The information in this manual is divided into Sections corresponding to function buttons from the **RITS Main Menu**. These sections will describe the processes available under each menu choice and will include screen views to ensure that the correct paths are being followed. The manual also contains this Introduction, which discusses the purpose of the manual, its intended audience and some of the functions common to the entire RITS application. There are also a Table of Contents, an Index and the following Appendices:

- A. Samples of Forms 2812 and 2812A (Paper Copy and RITS Generated)

- B. Table of Figures
- C. Netscape® Configuration for PDF files
- D. Configuring Browsers to Accept Cookies
- E. RITS Roles and Functions
- F. Military Time Conversion Chart
- G. Glossary of Terms and Acronyms

Terminology

The following definitions of payroll terms used in RITS are also contained in the *Glossary* for this manual.

Pay Cycle

A regular, repeated sequence of pay dates representing a particular payroll. In RITS, a Pay Cycle is defined with a Pay Cycle Description, Pay Cycle Type and by a Pay Cycle ID.

Pay Cycle Description

A functional description used by a Payroll Office to identify a Pay Cycle. Descriptions should be explanatory, such as “Monthly Executive Payroll” or “Hourly Non-Exempt Payroll” to aid in identification.

Pay Cycle ID

An identification number assigned by RITS to a Pay Cycle when that cycle is first entered in the system.

Pay Cycle Type

The length of the pay period representing the pay cycle. There are five types of pay cycle: **W** Weekly (7days), **B** Bi-Weekly (14 days), **S** Semi-monthly (1ST through 15th and 16th through the end of the month) **F** Four Weeks (28 days) and **M** Monthly (1st through the end of the month).

Date Payroll Paid (Pay Date)

The date on which payroll funds are made available to an employee or a direct deposit of funds for a payroll amount is made to an employee’s account.

Payroll

A data base comprised of a group of employees who are paid on a regular, continuous series of pay days (such as the Employee’s Payroll or the Director’s Payroll). This term can also be used to refer to amounts disbursed on a particular Pay Date (such as the May 15th Payroll).

Days Past Ending Date

The number of days past the ending date of a pay period that a payroll is paid. If a weekly payroll ends on Saturday and the employees are paid on the following Thursday, the Days Past Ending Date for that payroll is five.

Holiday Handling Flag

Pay cycles contain a Holiday Handling Flag. This flag is used to change the normally scheduled pay day to an adjusted pay day when the normally scheduled pay day falls on a weekend or a holiday. This will be the pay date that RITS is looking for the 2812 report and the pay date that the payroll offices should indicate on their transmissions. The holiday flag is determined at the time the pay cycle is established. Values for the Holiday Flag are P (Prior) and S (Subsequent). For example:

- If the normally scheduled pay day falls on Monday, May 28th (Memorial Day) and the Holiday Handling Flag is "P", the adjusted Pay Date will be Friday, May 25th (the "P"rior work day). If the Holiday Handling Flag is "S", the adjusted Pay Date is Tuesday, May 29th (the "S"ubsequent work day).
- If the normally scheduled Pay Date falls on a Saturday or a Sunday and the Holiday Handling Flag is a "P", the adjusted Pay Date would be Friday. If Friday is a holiday the adjusted Pay Date would be Thursday. If the Holiday Handling Flag is "S" the adjusted Pay Date would be Monday. If Monday is a holiday the adjusted Pay Date would be Tuesday

Conventions Used in this Manual

The following conventions are used throughout the manual:

- References to **screen names** will appear in bold print (i.e. **RITS Main Menu**).
- Names of **screen buttons** will be in "quotes".
- References to **field names** on a screen will be underlined.
- References to **other sections** of this manual will be in *italics*.

Conventions Used in the RITS Application

Title Bars

As you use the RITS application, the title bars on your screen will help you keep track of your location within the program. Once you leave the Main Menu, the title bar of each screen usually contains the name of the function under the application in which you are currently working, as shown in Figure I.1.

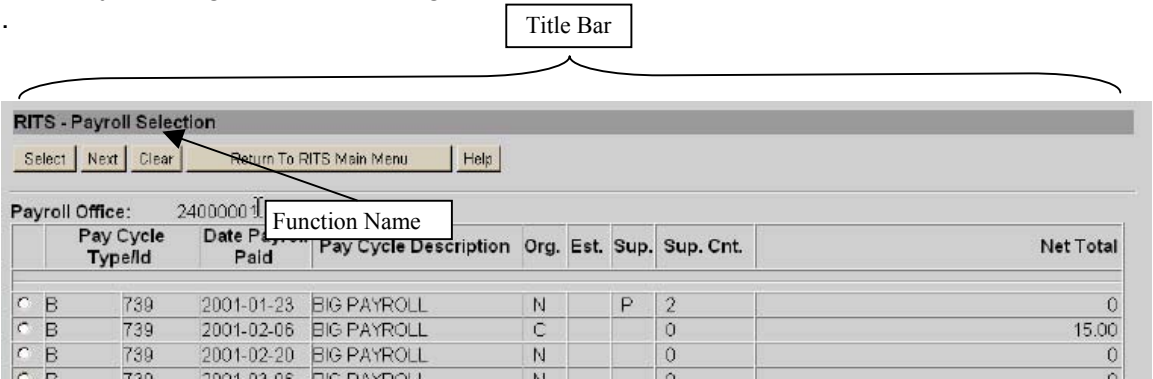


Figure I.1 Title Bar

Browser Buttons

You must **NOT** use the “Back” and “Forward” buttons of your browser to navigate through the RITS screens. The program expects data to be submitted in specific sequence and using the browser navigation buttons can result in the activation of intruder detection software. If you accidentally hit the “Back” button of the browser, you may be returned to the **RITS Main Menu** with none of the data entered on your most recent screen saved to the database. If, after selecting the “Back” button, you are not automatically returned to the **RITS Main Menu**, you will need to manually go back to the **RITS Main Menu** and begin processing again.

The system cannot accurately process information once the “Back” button has been selected.

Cursor Movement

When a screen first displays, you must click to position the cursor in the first data entry field or menu selection. You may continue to position the cursor with the mouse, or you may use the “Tab” key to move forward between fields, “Shift - Tab” to move backward. You **must** use a button to submit data to the RITS database.

Hitting the Enter key while in a data entry field is **NOT** the same as clicking the “OK” button, the “Submit” button, or other RITS screen buttons. If you would like to use the keyboard rather than the mouse to click a button, use the Tab key to move the focus to the button (“OK” “Submit” etc.), then hit Enter

Standard Buttons

Standard Buttons have been established for use throughout the RITS application. Their availability may vary as needed by the function being performed, but when they appear they will operate in a consistent fashion. They typically include “Submit”, “Print”, “Clear”, “Cancel”, “OK”, “Help” and “Return to the RITS Main Menu”. Additional buttons will be included as needed by the program.

Explanation of Standard Buttons

“Submit”

The data on the current screen will be submitted for entry in the RITS database. If the data is accepted, you will be presented with a confirmation screen, then returned to a previous screen or to a menu. If a required field is blank, or if an error is detected, an error message will be displayed and the cursor will be placed in the entry field where the error occurred.

“Print”

You will be forwarded to a report printing screen where the printing of a document or report can be requested. Typically, on this screen, you will be presented with several output options that are discussed in detail later in this Introduction.

“Clear”

All of the data entry fields modified since the last time the screen was displayed are returned to their former values and you remain on the current screen. No data is submitted to the database.

“Cancel”

No data is submitted from the currently active screen and you are returned to the previous screen or to a menu.

“Help”

A new browser window is opened and page level, context sensitive help for the current screen is displayed. After reading and/or printing the help screen, you should close the help window by using the “Return” button on that screen to return to the previous screen. (The back button on your browser will not be functional on the help screen since this is a new window with no history.)

“OK”

This acknowledges that you have read any message on the current screen. You are returned to the previous screen or to a menu.

“Return to RITS Main Menu”

No data entered on the current screen will be saved. You will be returned to the RITS Main Menu.

“Return”

Closes the current **Help** screen and returns you to the previous program screen.

Formats

Button Formats

Because screen presentation is influenced solely by your browser configuration, all **function buttons will display at both the top and the bottom of all RITS screens**. Either set may be used depending on your location and preference as shown in Figure I.2.

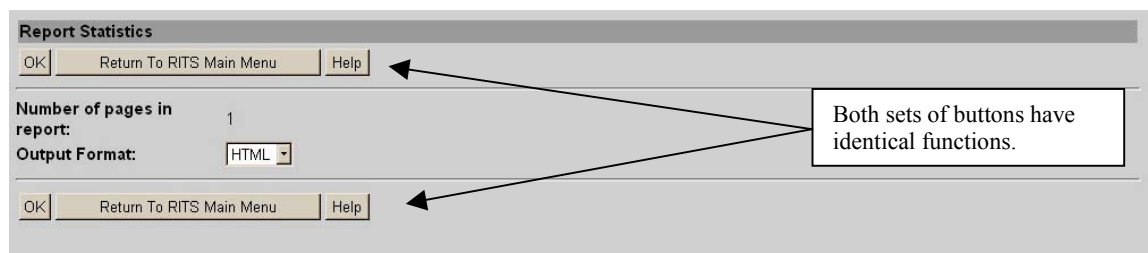


Figure I.2 Function Button Locations

Date Formats

When entering dates in RITS through the keyboard, the format is **YYYY-MM-DD** (2001-06-22 for June 22, 2001). Dates entered in any other format will not be accepted and will

return an error message stating that you have used an invalid date format. (Note: the RITS Bulk File Format uses a different date format.)

Time Formats

When a start or end time is required, enter the time in military time format, which uses a 24-hour clock, four digits and does not use punctuation to separate hours from minutes. Military time is told on a continuous 24-hour clock. Rather than distinguishing between morning (AM) and afternoon (PM), the time is read sequentially from 0000 to 2359. For example, fifteen minutes past midnight is 0015, one thirty in the morning is 0130, and two o'clock in the afternoon is 1400. For a Military Time Conversion Chart, see *Appendix G*.

All time stamps generated by RITS will be in Eastern Standard Time.

Currency Formats

When you enter currency amounts in RITS, you may enter up to 11 numbers, with two of them following the decimal point. **Do not** enter characters (\$, ¢, etc.) other than numbers, commas and/or the decimal point. Amounts entered are assumed to be whole dollars unless you enter a decimal point. If you enter 500 (without a decimal point), the amount will be recorded as \$500.00, not \$5.00. After the amount you enter is submitted to the server, formatting, to include decimals and commas, will be automatic.

Telephone Number Formats

Since the RITS application is distributed worldwide, there is no “mask” to automatically format telephone numbers. They will be displayed exactly as you enter them. Since all telephone numbers entered should include your area code (and country code for foreign exchanges), it is recommended that you use some formatting characters to make the telephone numbers easier to read, as in (202) 874-8270 or 202-874-8720.

Help Screens

The RITS Application is supported by the **Financial Management Service's (FMS')** GOALS Customer Support Staff. You can select a “**Help**” button from most RITS screens to display the telephone number to reach this support group as shown in Figure I.3 This information is provided in a new browser window, which behaves like any other browser window on your system. The **Help** screen information may be printed through your browser's print facility. The “Back” button on this window will be dimmed and

inoperable since this is a new window with no history. Selecting the help button again or selecting another “Help” button, will open a new browser window without closing the current help window. To avoid confusion and to save your system’s memory, help windows should be closed when you have finished with their information, either by using the “Return” button on the screen or by clicking on the Windows close box.

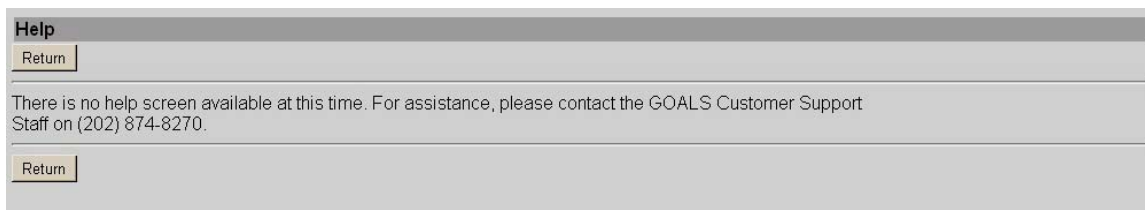


Figure I.3 Sample Help Screen

Error Messages

An error message is generated by the RITS System when an action taken is improper or the data entered is incorrect. The error messages state the nature of the error made. Error messages display in a browser window, just as help information does. The **Error Message** window is smaller, and it remains open without being cleared until closed. This allows you to refer to the Error Message while resolving the error; it also means that error messages will continue to accumulate as the window is called for message display. Since this can be confusing, it is advisable to close the **Error Message** window, using the Windows "Close" button when you no longer need the information it provides. A sample Error Message is shown in Figure I.4.

Benefit Category	Withholdings	Contributions	Total
1. Basic Life	45078.45	0.00	
2. Standard - Option A	0.00		
3. Additional - Option B	0.00		
4. Family - Option C	0.00		
5. Post Retirement	0.00		
Total Life Insurance	0.00	0.00	0.00

Figure I.4 Sample Error Message

Whenever you receive an error message from RITS, the submission causing the error is returned to you unprocessed.

Viewing and Printing Documents through RITS

Common conventions are used throughout the RITS application for printing documents and reports. When you select a report to be generated, you will be forwarded to a report printing facility where the data just entered, a document or a report can be printed. Usually you will first see a Report File Description and Footer Comments entry screen, referred to in this manual as the **Report Request** screen. Then the **Report Statistics** screen displays which has several output options as discussed below.

Report File Description/Footer Comments (Report Request) Screen

When you select a report to be generated, the next screen to display, the **Report Request** screen, will call for the entry of a Report File Description and Footer Comments for the report, as shown in Figure I.5. The title of this screen will vary depending on your location in RITS, but the appearance and functionality of the screen will be consistent.

The screenshot shows a window titled "RITS - Holiday Report". At the top, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help". Below this, the "Report File Description:" label is followed by a large text area containing the text "Sample holiday report for documentation.". Below this, the "Start Date:" label is followed by a date field containing "2001-01-01". The "End Date:" label is followed by a date field containing "2001-05-31". Below these, the "Footer Comments:" label is followed by a text field containing "Sample report footer on Holiday Report". At the bottom of the window, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help".

Figure I.5 Report File Description/Footer Comments (Report Request Screen)

Data Entry Fields

There are two data entry fields on this screen. It is not mandatory that you complete either field, but it is highly recommended that you complete the Report File Description field.

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. The description that you assign to the report should be as meaningful as possible to help with later report identification. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of your document or report. Figure I.6 shows a sample report with the location of the Footer Comments marked.

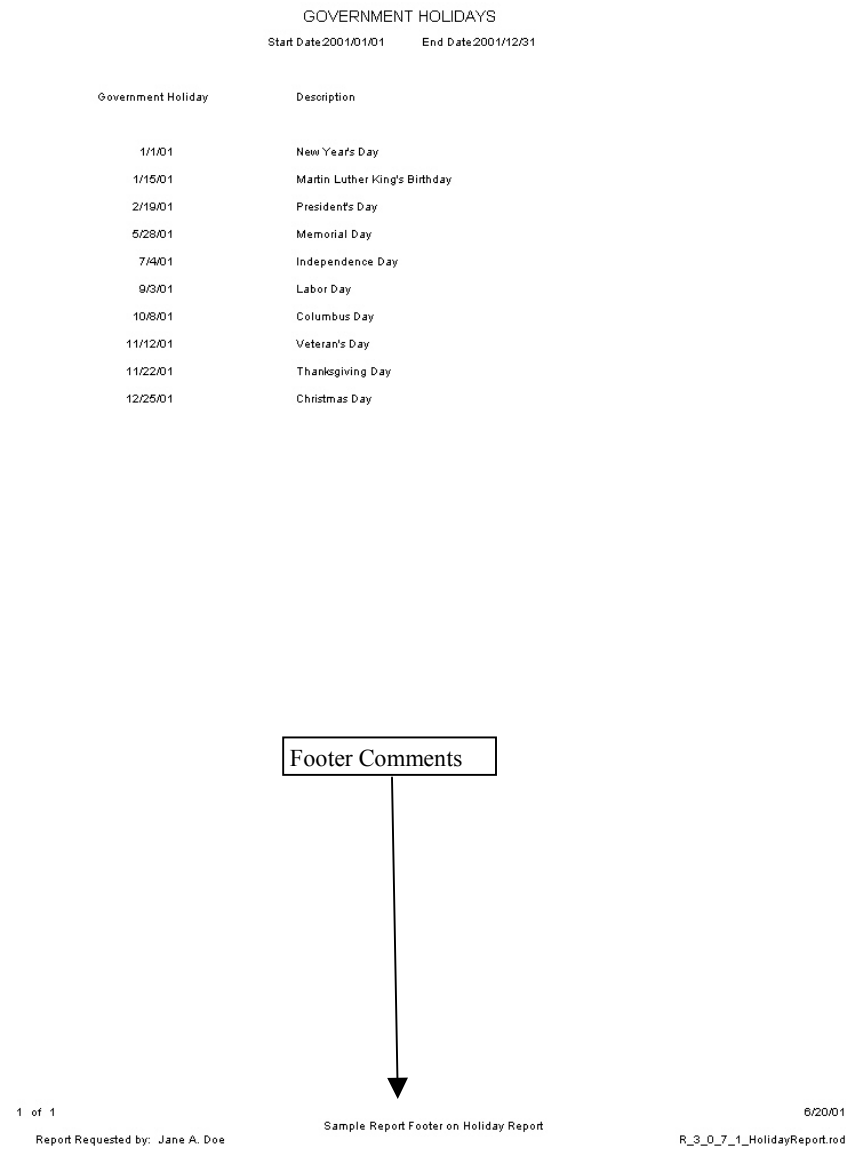


Figure I.6 Sample Footer Comments

Function Buttons

There are four standard function buttons on the **Report Request** screen:

“OK”

Accepts the information on the screen as the report description and report footer, extracts the report contents from the database and displays the **Report Statistics** screen shown in Figure I.7.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted to the RITS database.

“Return to RITS Main Menu”

Returns to the **RITS Main Menu** without saving any information entered.

“Help”

Displays the system help for this screen.

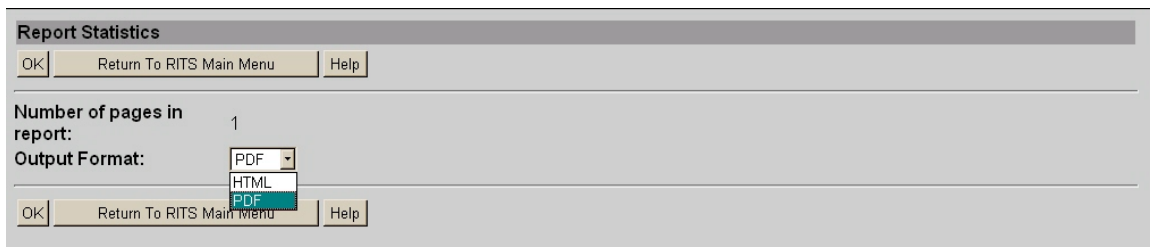


Figure I.7 Report Statistics

Report Statistics

Selecting “OK” from the **Report File Description / Footer Comments** screen will display the **Report Statistics** screen shown in Figure I.7. This screen displays the number of pages the report or document will have and provides you with a drop-down menu option of output formats.

Menu Choices

HTML (HyperText Markup Language)

The document format used on the World Wide Web. Choose this option to view the report immediately. This is the default choice. The report is generated in HTML format and displays in the RITS Report Viewer.

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Function Buttons

“OK”

Displays the report in the specified format.

“Return to RITS Main Menu”

Returns to the Main Menu without generating, saving or printing the report or document.

“Help”

Displays the system help for this screen.

Viewing HTML Format Documents and Reports

When a report is generated in HTML format for viewing online, the RITS Report Viewer is automatically called to display the report as shown in Figure I.8.

The screenshot shows the RITS Report Viewer interface. At the top, there are navigation buttons: 'First', 'Last', 'Next', 'Prior', and a 'Page Number' input field. Below these are two buttons: 'Back To Statistics Screen' and 'Return To RITS Main Menu'. The main content area displays a report titled 'GOVERNMENT HOLIDAYS' with a subtitle 'Start Date: 2001/01/01 End Date: 2001/12/31'. The report is presented as a table with two columns: 'Government Holiday' and 'Description'. The table lists various holidays from 1/1/01 to 12/25/01. At the bottom, there is another set of navigation buttons identical to the top: 'First', 'Last', 'Next', 'Prior', 'Page Number', and 'Back To Statistics Screen' / 'Return To RITS Main Menu'.

Government Holiday	Description
1/1/01	New Year's Day
1/15/01	Martin Luther King's Birthday
2/19/01	President's Day
5/28/01	Memorial Day
7/4/01	Independence Day
9/3/01	Labor Day
10/8/01	Columbus Day
11/12/01	Veteran's Day
11/22/01	Thanksgiving Day
12/25/01	Christmas Day

Figure I.8 RITS Report Viewer

The RITS Report Viewer will display the document or report one page at a time with as much of the page visible as your browser will allow. To see the rest of the page, use the scroll bars. If you attempt to print this report through your browser, only the page currently being viewed will be printed. When printing a report, it is recommended that you use the PDF format, as described in the next section, rather than the HTML format.

Report Viewer Function Buttons

The Report Viewer also has standard function buttons, shown in Figure I.8, which appear at both the top and the bottom of the screen.

“First”

Moves you to the top of the first page (page 1) of the document.

“Last”

Moves you to the end of the last page of the document.

“Next”

Moves you to the next page in the document unless you are already on the last page.

“Prior”

Moves you back one page in the document unless you are already on the first page.

“Page Number”

Moves you to the page number entered in the Page Number field. If the field is left blank, clicking “Page Number” will move you to the first page of the report. If the field is set to a page number greater than the number of pages in the report, clicking “Page Number” will move you to the last page of the report. The presence of a page number in the field does not affect the operation of the “First”, “Last”, “Next” or “Prior” buttons.

“Back to Statistics Screen”

Returns you to the **Report Statistics** screen, discussed earlier in this section, where you can choose to display or print the report in another format.

“Return to RITS Main Menu”

Returns you to the **RITS Main Menu**. In a future release of RITS, the report will be saved for later viewing through the Retrieve Report Function.

Viewing, Saving and Printing PDF Format Documents and Reports

If your system is equipped with Adobe Acrobat®, then a better choice for viewing or printing the report may be the **PDF (Portable Document Format)** format. PDF, read with an Acrobat reader, allows documents to be displayed and printed in different operating systems while retaining its formatting properties and appearance. There are Acrobat readers available for DOS, Windows, UNIX and Mac platforms.

If you choose PDF as your file output format and see an error message similar to the one in Figure I.9, then either Acrobat is not installed on your system, or your browser is not configured to use it.

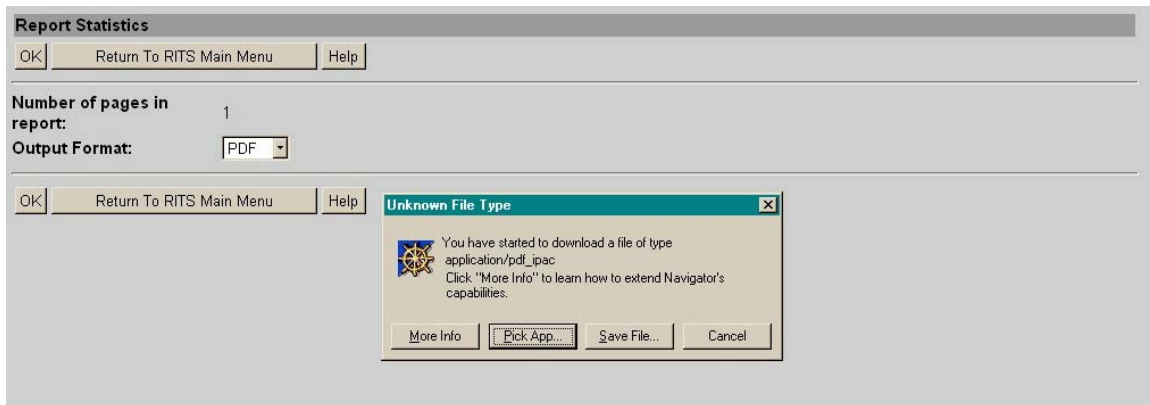


Figure I.9 Adobe Acrobat Error Message

If your browser is configured to use Adobe Acrobat Reader, the next screen you see should be similar to Figure I.10. This is a warning that some files downloaded from the Internet can be dangerous. It also asks you if you would like to open the file or save it to disk.

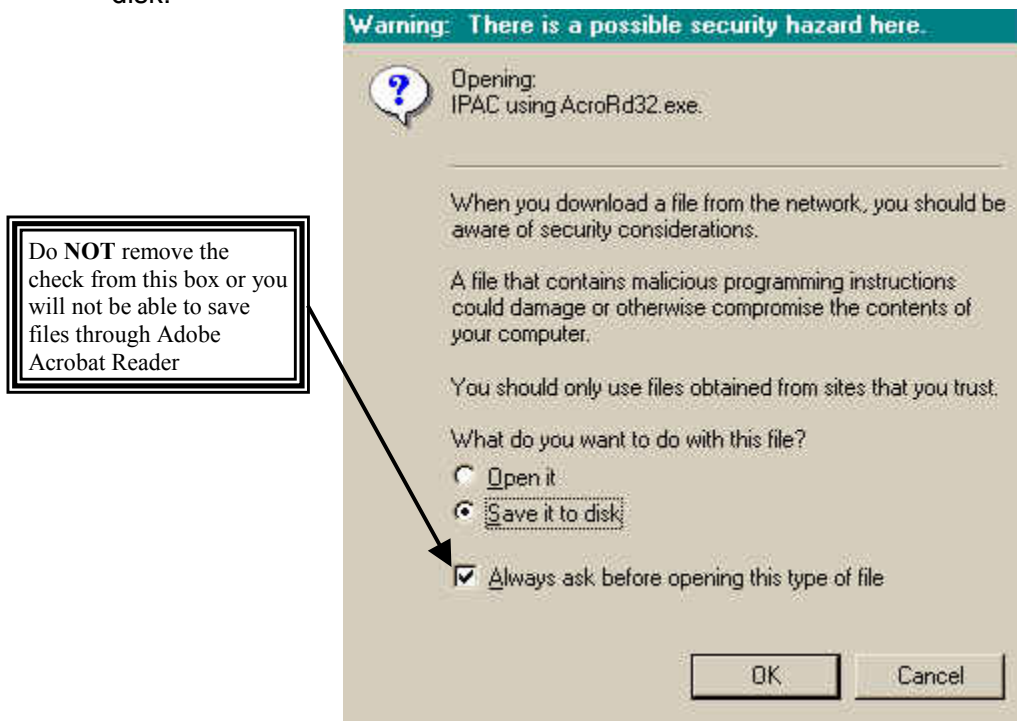


Figure I.10 File download warning.

Since this report is coming from RITS, a secure system, you can trust the source of the report. On this screen you must also decide if you want to open the report for viewing and printing, or if you want to save it to disk. Do NOT remove the check mark from the

“Always ask before opening this type of file” box or you will not be able to save (or view, depending on which option button is selected) files through the Acrobat Reader.

Viewing and Printing a Report with Adobe Acrobat Reader

If you choose to **Open** the file, the report will be generated by RITS and the Adobe Acrobat Reader will automatically be opened to read the file. Figure I.11 illustrates Acrobat Reader’s view of an RITS report.

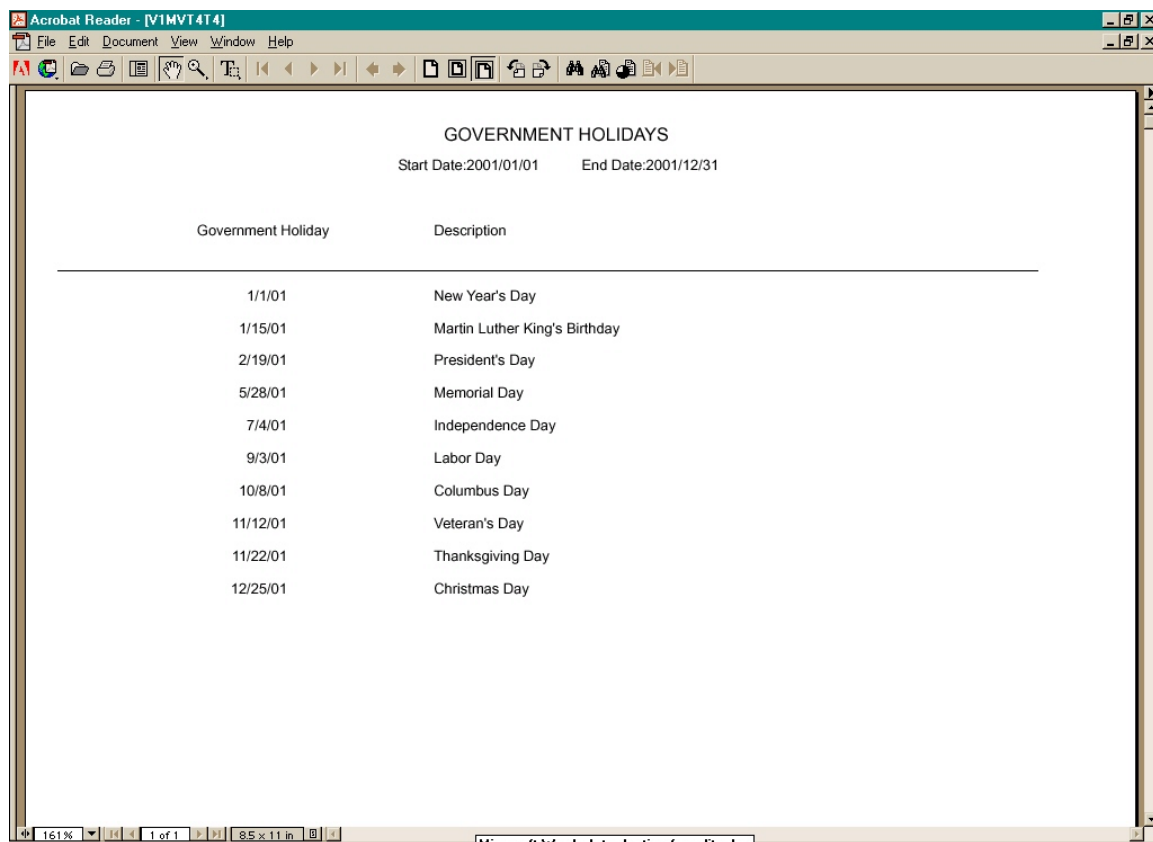


Figure I.11 Adobe Acrobat Reader View of Report

Acrobat is an easy program to use, and the buttons on its toolbar function as expected. For further assistance in the use of Acrobat, click **H**elp while in the program, then **R**eader **O**nline **G**uide, then **V**iewing **P**DF **D**ocuments for further information.

The report can also be printed from within the Acrobat reader. Click the **F**ile option of the Acrobat menu bar to display the menu shown in Figure I.12.

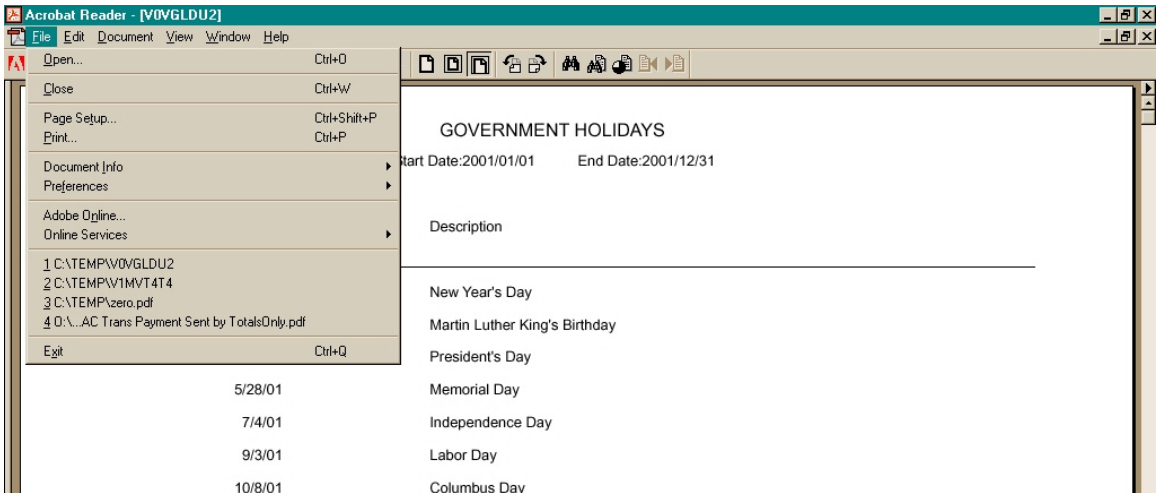


Figure I.12 Acrobat File Menu

Choosing the **Print** option from this menu will display the standard Windows **Print** menu shown in Figure I.13

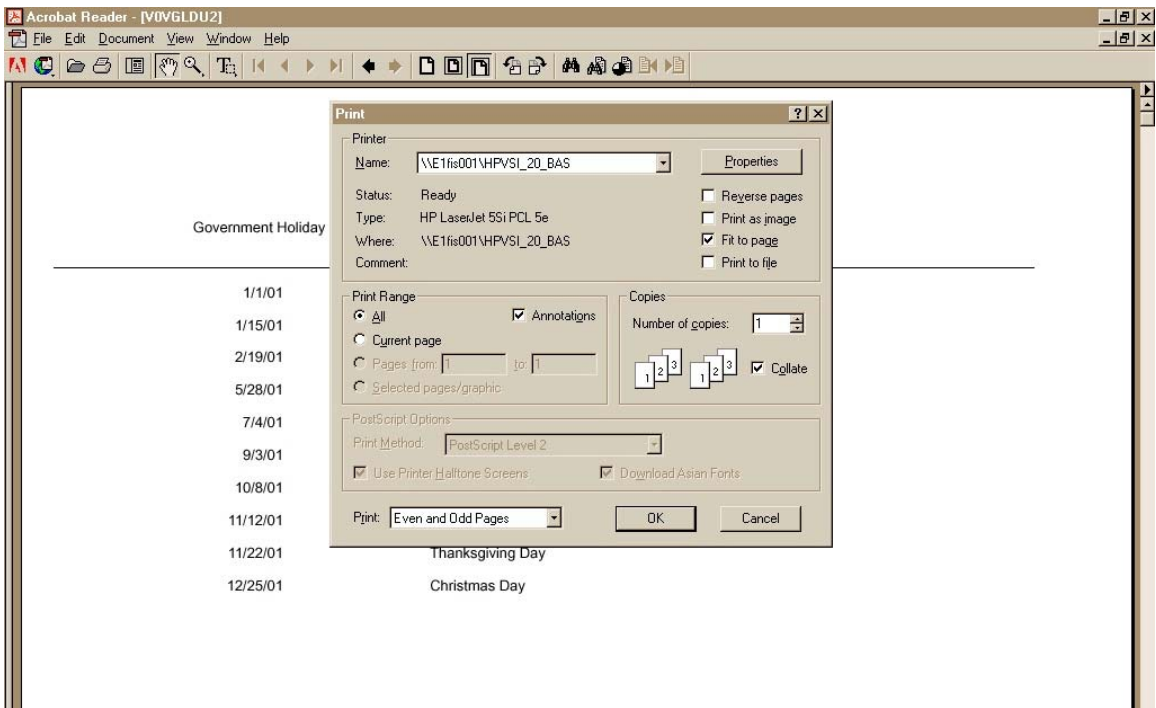


Figure I.13 Windows Print Menu

From here you can print the entire report, the current page of the report or a range of pages to your default printer. If you put a check in the “Print to File” box on this menu screen, the report will be saved to a file that can be interpreted by your printer, but will

not be readily viewable by you. To save the file to a disk, choose the “Save it to disk” option on the previous menu. (See Figure I.10 and read below.)

Saving a Report with Acrobat

If you choose **Save it to disk** from the earlier menu shown in Figure I.10, you will see a standard Windows “Save As...” Dialogue Box (see Figure I.14). This allows you to name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer’s configuration and your agency’s procedures. Do NOT remove the check mark from the “Always ask before opening this type of file” box or you will not be able to view through the Acrobat Reader. Once the file is saved, you will be returned to the **Report Statistics** screen where you can display the report in another format or return to the **RITS Main Menu**.

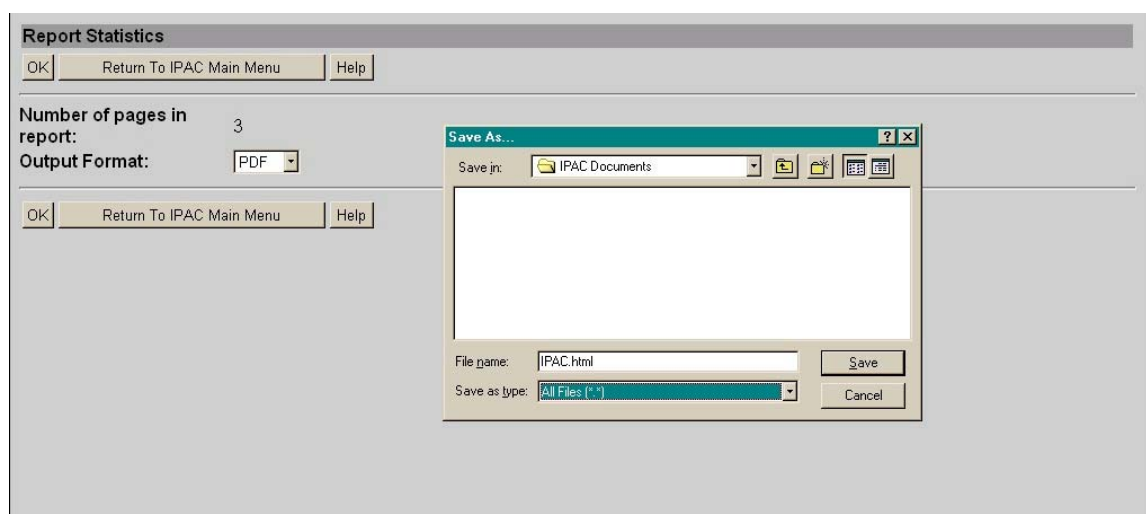


Figure I.14 Windows “Save As...” Dialogue Box

Accessing the System

RITS is an Internet application that can be accessed using a secured web site address. The on-line version of the manual does not list the secured web site address. For more information contact the GOALS Customer Support Staff on (202) 874-8270.

Security Login

When you first open the IPAC system in your browser, you will be presented with a Logon Screen similar to the one in Figure I.15. The actual appearance of this window may vary with the browser you are using to access the RITS System, but the data entry boxes will remain the same. You must enter your User Name (Logon ID) and Password to be allowed through the security layer and into the IPAC system web site.

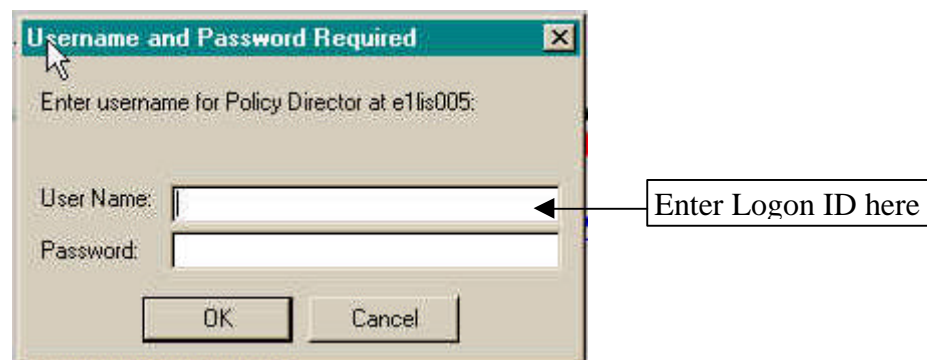


Figure I.15 Security Login Screen

When you are authorized as a user of RITS, you will be assigned a Logon ID and a one-time-use password. Your Logon ID will tell RITS about your authorization to access various functions within the program. It will also tell RITS the Payroll Office(s) for which you are authorized to do business. The first time you log onto the RITS System you will be required to change your password. RITS is a secure system and has specific requirement for passwords.

Passwords

Passwords must contain:

1. A minimum of 8 characters
2. At least 2 alphabetic characters
3. At least 3 non-alphabetic (numeric and special) characters
4. At least 5 unique (different) characters

An example of a valid RITS password is **test123\$**

- Passwords are aged and expire automatically every 30 days.
- The user will receive warnings that the password is about to expire for the last 5 days of the password life.
- Passwords will be disabled after 3 unsuccessful attempts.
- The system will not let users reuse any of their last 5 passwords
- The same password cannot be reused within 120 days.

To restore your password, contact your IPAC Agency Administrator.

“Must See” System Messages

RITS and its component programs contain facilities for presenting messages to the entire system or to specified Payroll Offices. The “Must See” messages can be transmitted system wide to all users of the IPAC system program, and may contain IPAC system general instructions, training announcements, new reporting requirements or other administrative information. When you first go to the IPAC system web site, if there is a current “Must See” message, you will be presented with a message screen similar to the one in Figure I.16 though the actual appearance of the message window will depend on the browser you use. Once you have read and noted the message, you may close that window.

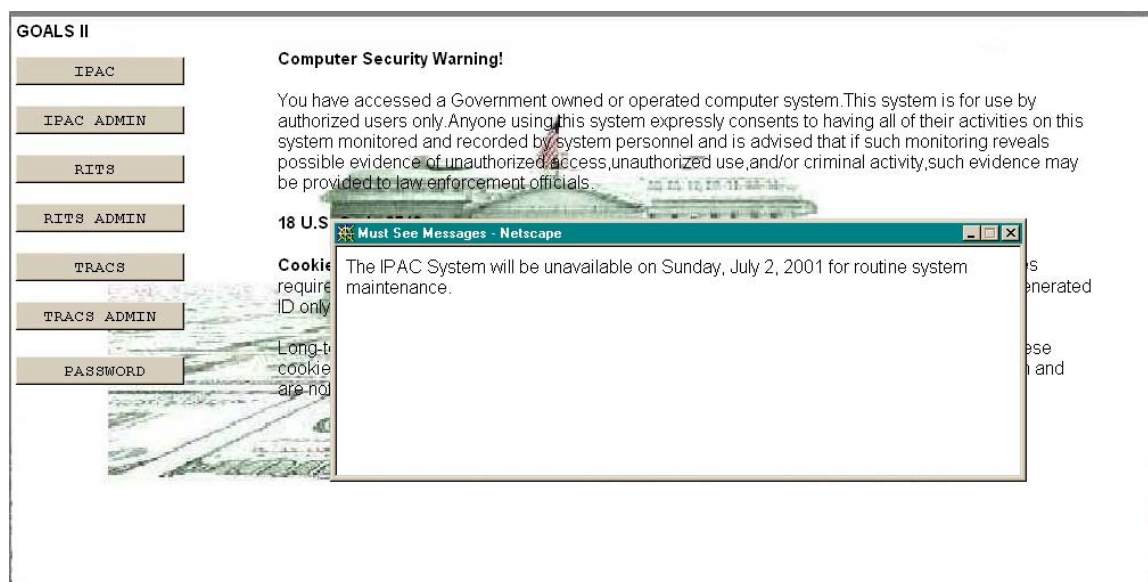


Figure I.16 IPAC System Messages

There is another messaging system for “Broadcast Messages”. These messages can be distributed to groups or to an individual Payroll Office. They are viewed through a button on the **RITS Main Menu** and will be discussed later in this manual.

IPAC System Main Menu

Once you have completed the **Logon Screen** and closed any system messages that display, you will see the **IPAC System Main Menu** screen shown in Figure I.17.



Figure I.17 IPAC System Main Menu Screen

Security Warning

This screen contains a Federal Government **Security Warning**. The RITS application is restricted to authorized users. Use of the system constitutes the granting of permission for the user's actions to be monitored and recorded. Any evidence of criminal activity uncovered through such monitoring may be provided to law enforcement officials.

Cookie Policy

The screen also displays the IPAC System cookie policy. To access the IPAC programs, **cookies MUST be enabled**. *Appendix D* contains information regarding cookies and proper browser settings to accept cookies for both Netscape® Communicator 4.75 and Microsoft® Internet Explorer 5.

RITS Main Menu

To enter the RITS module of the IPAC system, click on the “RITS” button in the top left area of the screen. This will bring up the screen shown in Figure I.18, the **RITS Main Menu**.

Figure I.18 RITS Main Menu Screen

The **RITS Main Menu** is your primary interface with the RITS program. The only data entry field on this screen is the Payroll Office.

Payroll Office

- If you are only authorized to act on behalf of one Payroll Office, that Payroll Office will appear in the Payroll Office data entry box as shown above.
- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu box for the Payroll Office field.
- If you are authorized to act for **more than 25 Payroll Offices**, the Payroll Office field will appear as a blank data entry box.

Function Buttons

Sections 1 through 7 of this manual discuss the functions accessed through the buttons on the **RITS Main Menu Screen** as follows:

- | | |
|---------------------------------------|-------------------------------------|
| 1. 2812 | 5. Reports |
| 2. Payroll Office/Pay Cycle | 6. Admin Processing Status |
| 3. Report Retention Management | 7. Retrieve Report/Data File |
| 4. Display Messages | |

2812

The **2812** function is the centerpiece of the RITS application. RITS facilitates the automated filing of forms SF 2812 and SF 2812A and replaces the paper copy of these forms. It automatically generates IPAC transactions to move funds between agencies and OPM.

Identification of Forms SF 2812 and SF 2812A

Form SF 2812 is the “Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement”. It is used to report deductions from employees’ salaries and the related agency contributions to OPM

SF 2812A is the “Report of Withholdings and Contributions by Enrollment Code”. It is used to report health benefit withholdings and contributions by enrollment code to enable OPM to distribute monies to the appropriate health benefit carriers.

To facilitate the transition to automated filing, the data entry screens in RITS are similar to the paper forms used for these filings. A sample of the paper forms being replaced is available in *Appendix A* of this manual.

Filing Requirements for SF 2812 and SF 2812A

Every agency payroll office must prepare from its payroll data RITS forms 2812 and 2812A for each pay period for each payroll it oversees. These reports are due to OPM on the date the payroll is paid.

If the required form 2812 is not filed in a timely fashion by the responsible payroll office, OPM has the ability to create an estimated report and billing on the agency’s behalf. Estimated reports are based on the most recent payment made by the agency that best reflects the probable amount of the current obligation. Once an agency generates a 2812 transaction for the delinquent obligation, the RITS application automatically voids (if the estimated 2812 has not been drawn down) or reverses (if it has been drawn down) any estimated report and billing processed by the OPM administrator.

After a 2812 has been successfully submitted and drawn down, one or more supplemental forms 2812 can be filed. 2812 Supplementals are filed in the same manner as original 2812s and reflect adjustments to the original 2812.

Processing Forms SF 2812 and SF 2812A

To process a form SF 2812 through RITS, log on to the GOALS II system and choose the RITS option from the IPAC System Main Menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 1.1.

Figure 1.1 RITS Main Menu

Payroll Office

The data entry field on this screen is the **Payroll Office** field. This is the Payroll Office number of the agency responsible for filing the SF 2812. Your Login ID, which you entered to start your session with the IPAC system program, will be available to the RITS program. Using that ID, RITS will determine the Payroll Office(s) for whom you are authorized to do business

- If you are only authorized to act on behalf of **one Payroll Office**, that Payroll Office number will appear in the **Payroll Office** data entry box as shown above.
- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu box for the **Payroll Office**.
- If you are authorized to act for **more than 25 Payroll Offices**, the **Payroll Office** field will appear as a blank data entry box.

The **Payroll Office** field is mandatory and you must accept the Payroll Office number shown as a default or, if you have further authorizations, either choose a Payroll Office number from the drop down menu or enter a Payroll Office number in this field.

Accessing the RITS – 2812 Entry Screen

Once the Payroll Office field has been completed, click the “2812” button as shown in Figure 1.1 to begin 2812 filing. If you have not established Pay Cycles for your Payroll Office, when you access the RITS-Payroll Selection Screen, you will see an unpopulated table as shown in Figure 1.2A. To establish pay cycles refer to *Section 2* of this manual.

The screenshot shows the 'RITS - Payroll Selection' window. At the top, there is a title bar and a set of buttons: 'Select', 'Clear', 'Return To RITS Main Menu', and 'Help'. Below this, the 'Payroll Office' field is populated with '24500001'. The main area contains a table with the following headers: 'Pay Cycle Type/Id', 'Date Payroll Paid', 'Pay Cycle Description', 'Org.', 'Est.', 'Sup.', 'Sup. Cnt.', and 'Net Total'. The table is currently empty. At the bottom, there is another set of buttons: 'Select', 'Clear', 'Return To RITS Main Menu', and 'Help'.

Figure 1.2A RITS Payroll Selection

If Pay Cycles have been established for your Payroll Office, the **Payroll Selection** screen will display two months of Payrolls as shown in Figure 1.2.

The screenshot shows the 'RITS - Payroll Selection' window with populated data. The 'Payroll Office' field is '24700001'. The table displays payroll entries for two months (May and June 2001). The table has columns for 'Pay Cycle Type/Id', 'Date Payroll Paid', 'Pay Cycle Description', 'Org.', 'Est.', 'Sup.', 'Sup. Cnt.', and 'Net Total'. The data is as follows:

Pay Cycle Type/Id	Date Payroll Paid	Pay Cycle Description	Org.	Est.	Sup.	Sup. Cnt.	Net Total
<input type="radio"/> B 127	2001-05-15	Employees Payroll	C	D		0	9,688.07
<input type="radio"/> B 127	2001-05-29	Employees Payroll	C	D		0	2,375.86
<input type="radio"/> B 127	2001-06-12	Employees Payroll	H			0	0.00
<input checked="" type="radio"/> B 127	2001-06-26	Employees Payroll	N			0	0.00
<input type="radio"/> B 127	2001-07-10	Employees Payroll	N			0	0.00
<input type="radio"/> B 127	2001-07-24	Employees Payroll	N			0	0.00
<input type="radio"/> B 127	2001-08-07	Employees Payroll	N			0	0.00
<input type="radio"/> B 127	2001-08-21	Employees Payroll	N			0	0.00
<input type="radio"/> S 128	2001-05-16	Director's Payroll	N	D		0	0.00
<input type="radio"/> S 128	2001-06-01	Director's Payroll	N	D		0	0.00
<input type="radio"/> S 128	2001-06-18	Director's Payroll	N			0	0.00
<input type="radio"/> S 128	2001-07-02	Director's Payroll	N			0	0.00
<input type="radio"/> S 128	2001-07-16	Director's Payroll	N			0	0.00
<input type="radio"/> S 128	2001-08-01	Director's Payroll	N			0	0.00
<input type="radio"/> S 128	2001-08-16	Director's Payroll	N			0	0.00

Annotations on the right side of the screenshot:

- Title Bar:** Points to the top bar of the window.
- Function Buttons:** Points to the buttons at the top and bottom of the window.
- Header Section:** Points to the table header row.
- Detail Section:** Points to the table body rows.

Figure 1.2 RITS – Payroll Selection

The **RITS – Payroll Selection** screen is divided into 4 sections: the **Title Bar** (discussed in the *Introduction*), the **Header**, the **Detail** section and the section containing the **Function Buttons** that appears at both the top and the bottom of the screen.

Header

The Header of the **RITS – Payroll Selection** screen contains the Payroll Office number entered on the **RITS Main Menu**. It also contains headings for the data columns found in the detail section. Nothing in this section can be edited.

Detail Section

The next portion of the **RITS – Payroll Selection** screen is the **Detail** area. Here you will choose the payroll for which you will be processing the 2812.

The individual payrolls are identified by a combination of a Payroll Cycle ID and a Date Payroll Paid (pay date). For selection, the Payrolls are listed as rows whose columns hold the following information:

Pay Cycle Type
Pay Cycle ID
Date Payroll Paid
Pay Cycle Description

All of the terms above are defined and explained in both the *Introduction* and the *Glossary* of this manual.

The following columns provides the user with the status of the original 2812 submission, any estimated 2812s, and the status of the latest supplemental report submitted:

Org. (Original)

This column references the original 2812 filed by the Payroll Office. It can have the following statuses:

(N)ew

Templates of new reports for which no data has been entered.

(H)old

In process but placed on hold. Any transaction with an “H” status will not be drawdown.

(I)ncomplete

Submitted, did not pass data verification. This status is only valid for 2812s filed through bulk file transactions.

(C)omplete

Submitted, passed data verification, eligible for draw down.

In (P)rocess

Partially entered but not submitted. Since data on the current screen is saved when you change to another screen on the Form 2812, this status will occur when you have entered some data on one screen, moved to another 2812 screen and then selected "Return to RITS Main Menu". This saves the partially entered data without submitting it to OPM.

(D)rawn down

Funds have been transferred to OPM. This 2812 can no longer be edited or deleted.

Est. (Estimate)

This column references an Estimated 2812 filed by OPM. Estimates cannot be edited by the Payroll Office. This column can hold the following statuses:

(H)old

In process but placed on hold. Any transaction with an "**H**" status will not be drawdown.

(I)ncomplete

Submitted, did not pass data verification. This status is only valid for 2812s filed through bulk file transactions.

(C)omplete

Submitted, passed data verification, eligible for draw down.

In (P)rocess

Partially entered but not submitted. Since data on the current screen is saved when you change to another screen on the Form 2812, this status will occur when you have entered some data on one screen, moved to another 2812 screen and then selected "Return to RITS Main Menu". This saves the partially entered data without submitting it to OPM.

(D)rawn down

Funds have been transferred to OPM. This 2812 can no longer be edited, or deleted.

(R)eversal

The reversal of the Estimated 2812. This occurs automatically when an original 2812 is submitted and drawn down.

Sup. (Supplemental)

This column references the latest supplemental 2812 filed by the Payroll Office. It can have the following statuses:

(H)old

In process but placed on hold. Any transaction with an "**H**" status will not be drawdown.

(I)ncomplete

Submitted, did not pass data verification. This status is only valid for 2812s filed through bulk file transactions.

(C)omplete

Submitted, passed data verification--eligible for draw down.

In (P)rocess

Partially entered but not submitted. Since data on the current screen is saved when you change to another screen on the Form 2812, this status

will occur when you have entered some data on one screen, moved to another 2812 screen and then selected “Return to RITS Main Menu”. This saves the partially entered data without submitting it to OPM.

(D)rawndown

Funds have been transferred to OPM. This 2812 can no longer be edited or deleted.

Sup. Count (Supplemental Count)

This is the number of Supplemental 2812s which have been filed in conjunction with this payroll.

Net Total

This contains a dollar figure representing the sum of all funds reported on the Original and any Supplemental 2812s for this payroll.

To the left of each Payroll listed is an option button. Clicking will toggle the selection of that payroll on or off. Clicking any other option button will deselect a previous choice.

Function Buttons

The **RITS-Payroll Selection** screen has function buttons that appear at both the top and bottom of the screen. Either set may be used depending on your location and preference. Figure 1.3 shows the buttons available on the RITS - Payroll Selection screen



Figure 1.3 Payroll Selection Function Buttons

“Select”

Displays a **2812 Selection Screen** for the active payroll (See figure 1.4) which allows you to choose between any existing 2812s for this payroll.

“Next/Prior”

Two months of payrolls are available for selection. They are presented in chronological order, 15 payrolls to a screen. “Next” and/or “Prior” buttons will appear as needed to allow you to locate payrolls.

“Clear”

Returns the option buttons to their values the last time the screen was displayed.

“Return to RITS Main Menu”

Returns you to the main menu screen.

“Help”

Displays the system help for this screen.

Once a payroll has been chosen, click **“Select”**. A 2812 Selection screen (shown in Figures 1.4 and 1.4A) will display to allow you to choose between any existing 2812s for this payroll. If no original, estimated or supplemental 2812 has been filed for this payroll, you will see only one entry on the selection screen, with a status of **(N)ew**, as shown in Figure 1.4. Click the option button next to the appropriate 2812.

Reports	Status	Amount
2812	N	0.00

Figure 1.4 2812 Selection

The **2812 Selection** screen has Function Buttons that appear at both the top and the bottom of the screen. Either set may be used depending on your location and preference.

“Process”

Retrieves the selected 2812 and opens it for data entry or editing beginning with the **2812 Life** screen discussed below.

“New Supplemental”

(This button will only appear when the Original 2812 has been drawn down and can no longer be edited, as shown in Figure 1.4A). 2812 Supplementals are filed in the same manner as original 2812s and reflect adjustments to the original 2812.

“Delete”

Deletes a selected 2812 supplemental if it has not been drawn down. An original 2812 cannot be deleted. If “delete” is selected for an original 2812, you will receive an error message.

“Another Payroll”

Returns you to the **Payroll Selection** screen to select another payroll.

“Clear”

Returns the options buttons to their status the last time the screen was displayed.

“Return to RITS Main Menu”

Returns you to the main menu screen.

“Print”

Takes you to the Document Printing function discussed in the *Introduction* where you can view or print a copy of the selected 2812.

“Help”

Displays the system help for this screen.

The screen below is an example of a RITS 2812 Selection screen that reflects an original, estimated, reversal and supplemental 2812.

RITS - 2812 Selection

Process

New Supplemental

Delete

Another Payroll

Clear

Return To RITS Main Menu

Print

Help

PayrollOffice : 24700001

	Reports	Status	Amount
<input checked="" type="radio"/>	2812	D	9688.07
<input checked="" type="radio"/>	Estimated 2812	D	9688.07
<input checked="" type="radio"/>	Reversal	D	-9688.07
<input checked="" type="radio"/>	Supplemental 2812	C	1000.00

Process

New Supplemental

Delete

Another Payroll

Clear

Return To RITS Main Menu

Print

Help

Figure 1.4A 2812 Selection with an Estimated, Reversal and Supplemental 2812

2812 Life

RITS - 2812 Life

Submit

Summary

Health

CSRS

FERS

2812A

Another Report Type

Clear

Return To RITS Main Menu

Help

Date Payroll Paid: 2001-06-26

Hold: N

Payroll Office: 24700001

Payroll Begin Date: 2001-06-03

Payroll End Date: 2001-06-16

Pay Cycle Type: B

Pay Cycle ID: 127

Report Number: B112704I

A. Life Insurance

Benefit Category	Withholdings	Contributions	Total
1. Basic Life	2,375.86	1,187.93	
2. Standard - Option A	140.70		
3. Additional - Option B	2,732.58		
4. Family - Option C	62.92		
5. Post Retirement	0.00		
Total Life Insurance	5,312.06	1,187.93	6,499.99

Submit

Summary

Health

CSRS

FERS

2812A

Another Report Type

Clear

Return To RITS Main Menu

Help

Title Bar

Function Buttons

Header

Detail Section

Function Buttons

Figure 1.5 2812 Life

This is the first screen presented for data entry or editing when you choose “**Process**” for a selected 2812. It is used to report and allow for a transfer of funds for withholdings and employer contributions to the Federal Employee Group Life Insurance Fund. The **2812 Life** screen, shown in Figure 1.5, has 4 sections, the Title Bar, the Header, the Detail section and Function Buttons.

Title Bar

The title bar contains the name of the function in which you are currently working (here it shows “**2812 Life**”). The purpose of the Title Bar is consistent throughout RITS and it will not be separately mentioned for each of the 2812 screens.

Header

The Header of this screen contains the following fields:

Date Payroll Paid

These terms are defined in the *Introduction* and in the *Glossary* of this manual.

Pay Cycle Type
Pay Cycle ID

Payroll Begin Date }
Payroll End Date }

The beginning and ending dates for this payroll

Payroll Office

The payroll office responsible for filing the 2812 for this payroll.

Report Number

A number assigned by RITS to identify a specific report. (Example B112704I)
The report number is eight characters in length and is named using the following formula:

1	Pay Cycle Type	B (for Bi-weekly)
2	Fiscal Year	1
3-5	Pay Cycle ID	127
6-7	Sequential No.	04
8	Report Type	I (for Original)

You cannot change any of the fields listed above.

Hold

This field contains a drop down menu allowing you to select **(Y)es** or **(N)o** to indicate whether this report should be on **Hold**. This is the only field in the header that you can change from this screen.

Detail Section

The Detail Section of this screen contains the following fields, all related to employee life insurance:

1. Basic Life:

Coverage consisting of the greater of **(1)** the employee's yearly salary rounded up to the next \$1000, plus \$2,000 or **(2)** \$10,000. An employee must be enrolled in Basic Life Insurance in order to have coverage under options A, B and C. There are two fields to allow entry of:

Withholdings

The amount withheld from employees' pay to cover life insurance costs.

Contributions

The amount contributed for employees' life insurance by the employing agency.

2. Standard - Option A
Withholdings

The amount withheld from employees' pay to cover the cost of Increased life insurance coverage of \$10,000. The employee must first be enrolled in basic Life insurance.

3. Additional - Option B

Withholdings

The amount withheld from employees' pay to cover the cost of increased life insurance coverage equal to one, two, three, four or five times the employee's annual rate of pay (after rounding up to the next \$1,000). The employee must first be enrolled in Basic Life Insurance.

4. Family - Option C

Withholdings

The amount withheld from employees' pay checks to cover the cost of coverage of spouse and eligible dependent children in multiples of one, two, three, four or five. Each multiple is equal to \$5000 coverage for the spouse and \$2,500 for each dependent child. The employee must first be enrolled in Basic Life Insurance.

5. Post Retirement

Withholdings

The amount withheld from employees' pension to cover the cost of continuation of full Basic Life Insurance coverage (or of fifty percent coverage) for retirees after reaching the age of 65. Normally, Basic Life Insurance coverage declines at the rate of two percent per month after a retiree reaches the age of 65, with a maximum deduction of 75%. Retirees who wish to retain a higher level of coverage can elect to have their coverage reduced by only 50%, or elect to have no reduction of coverage. Retirees who elect these options must pay an additional premium that is reported in the Post Retirement category.

Total Life Insurance:

Withholdings

The sum of the withholdings from employees' salaries for each category of Life Insurance.

Contributions

The sum of the agency contributions for each category of Life Insurance.

Total (Grand Total Life Insurance)

The sum of Total Life Insurance Withholdings and Total Life Insurance Contributions.

These totals are not automatically calculated by RITS. They are left for the user to enter as an administrative check of these amounts. If amounts do not balance, the user will receive an error message and will not be allowed to continue until amounts balance.

Currency Formats

As mentioned in the *Introduction* to this manual, when you enter currency amounts in RITS, you may enter up to 11 numbers, with two of them following the decimal point. **Do not** enter characters (¢, \$, etc.) other than numbers, a decimal point or a comma. Amounts entered are assumed to be whole dollars unless you enter a decimal point. If you enter **500**, the amount will be recorded as five hundred dollars, not five dollars. To enter five dollars, you must enter **5.00**.

Function Buttons

The **RITS-2812 Life** screen has function buttons at both the top and bottom of the screen. Either set may be used depending on your location and preference. Figure 1.5 shows the buttons available on the **RITS-2812 Life** screen

“Submit”

Submits the data entered on this 2812 to RITS for data verification. If the Hold field is marked “**N**”, the 2812 will be submitted to the RITS database and drawdown will occur as appropriate. If Hold is changed to “**Y**” the user can complete and submit the 2812, however, drawdown will not occur. If you have additional information to enter on this 2812, choose the appropriate button to display the necessary screen as listed below. **Do not select the “Submit” button until data has been entered on all screens.** To save partially entered data, move to another of the 2812 screens (which forces a save to the database) and then select “Return to RITS Main Menu”.

“Summary”

Displays the **2812 Summary** screen for this 2812 as shown in Figure 1.11 and discussed below that figure.

“Health”

Displays the **2812 Health** screen for this 2812 as shown in Figure 1.6 and discussed below that figure.

“CSRS”

Displays the **2812 CSRS** screen for this 2812 as shown in Figure 1.7 and discussed below that figure.

“FERS”

Displays the **2812 FERS** screen for this 2812 as shown in Figure 1.8 and discussed below that figure.

“2812A”

Displays the **2812 2812A** screen for this 2812 as shown in Figure 1.9 and discussed below that figure.

“Another Report Type”

Displays the **2812 Selection** screen (Figure 1.4) which allows you to choose another 2812 report type (Org., Sup. or Est.) for this payroll.

“Clear”

Resets the data entry fields on this screen to their values the last time the screen was displayed.

“Return to RITS Main Menu”

Saves any data entered on this screen, changes the 2812 status to “In Process”, and returns you to the **RITS Main Menu** screen.

“Help”

Displays the system help for this screen.

2812 Health

The **2812 Health** screen, shown in Figure 1.6, is used to report and allow for a transfer of funds for withholdings and employer contributions to Federal Employee Health Benefits Fund.

RITS - 2812 Health

Submit

Summary

Life

CSRS

FERS

2812A

Another Report Type

Clear

Return To RITS Main Menu

Help

Date Payroll Paid: 2001-06-26

Hold: N

Payroll Office: 24700001

Payroll Begin Date: 2001-06-03

Payroll End Date: 2001-06-16

Pay Cycle Type: B

Pay Cycle ID: 127

Report Number: B112704I

B. Health Benefits

Benefit Category	Withholdings	Contributions	Total
1. Regular	45,676.08	114,954.78	
2. Temporary Continuation of Coverage	0.00	0.00	
3. Total Health Benefits	45,676.08	114,954.78	160,630.86

Submit

Summary

Life

CSRS

FERS

2812A

Another Report Type

Clear

Return To RITS Main Menu

Help

Title Bar

Function Buttons

Header

Detail Section

Function Buttons

Figure 1.6 2812 Health

Header

The Header of the **2812 Health** screen contains fields identical to those on the **2812 Life** screen and you may see the discussion of that screen earlier in this Section for an explanation of those fields. The only field that you can change in this section is the **Hold** field.

Detail Section

The Detail Section of this screen contains the following fields, all related to health insurance:

Benefit Category

Regular

Withholdings

Withholdings from regular employees and annuitants. This block also includes amounts paid by temporary employees and certain categories of

former spouses who are required to pay both the employee and the agency portion.

Contributions

Agency contributions for regular employees.

Temporary Continuation of Coverage

Withholdings

Individuals eligible for coverage under P.L.100-654 such as former employees, dependents no longer eligible for family coverage and certain categories of former spouses. The enrollee pays the entire premium (enrollee plus agency share) plus a two percent surcharge.

Contributions

The two percent surcharge reflected as a negative.

Total Health Benefits

Withholdings

Total of Health Benefit withholding blocks.

Contributions

Total of Health Benefit contribution blocks

Total

The sum of the total health benefits withholding and contributions.

These totals are not automatically calculated by RITS. They are left for the user to enter as an administrative check of these amounts. If the amounts do not balance, the user will receive an error and will not be allowed to continue until the amounts balance.

Function Buttons

“Submit”
“Summary”
“CSRS”
“FERS”
“2812A”
“Another Report Type”
“Clear”
“Return to RITS Main Menu”
“Help”

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information.

“Life”

Displays the **2812 Life** screen shown in Figure 1.5 and discussed below that figure.

2812 CSRS

The **2812 CSRS** screen, shown in Figure 1.7, is used to report and allow for a transfer of funds for withholdings and employer contributions to the **CSRS** (Civil Service Retirement System) offered by the Federal Program Agencies (FPAs).

RITS - 2812 CSRS

Submit Summary Life Health FERS 2812A Another Report Type Clear

Return To RITS Main Menu Help

Date Payroll Paid: 2001-06-26 **Hold:** N Payroll Office: 24700001

Payroll Begin Date: 2001-06-03 Payroll End Date: 2001-06-16

Pay Cycle Type: B Pay Cycle ID: 127 Report Number: B112704I

C. Retirement

Benefit Category	Withholdings	Contributions	Total
1. CSRS Retirement			
a. All Categories	69,242.00	83,472.94	
b. Salary Offset - Re-employed Annuitants		0.00	
c. Military and Civilian Service Credit	0.00		
d. Total CSRS Retirement	69,242.00	83,472.94	152714.94

Submit Summary Life Health FERS 2812A Another Report Type Clear

Return To RITS Main Menu Help

Figure 1.7 2812 CSRS

Header

The Header of the **2812 CSRS** screen contains fields identical to those on the **2812 Life** screen and you may see the discussion of that screen earlier in this Section for an explanation of those fields. The only field that you can change in this section is the **Hold** field.

Detail Section

The Detail Section of this screen contains a table with the following fields, all related to the **Civil Service Retirement System (CSRS)**.

Benefit Category

1. CSRS Retirement

a. All Categories

Withholdings

Withholdings from all employees covered by the CSRS (employees first hired prior to 1983).

Contributions

Agency contributions for employees covered by the CSRS.

b. Salary Offset - Re-employed Annuitants

Contributions

When an annuitant (retiree) is re-employed, the amount of the annuity that applies to the period of re-employment is offset from the annuitant's salary and is returned to OPM.

c. Military and Civilian Service Credit

Withholdings

Military: CSRS employees receive credit for periods of post-56 military service by paying a deposit of 7 percent of the military base pay received plus any applicable interest.

Civilian: CSRS re-employed annuitants who elect to have withholdings deducted from their pay to receive additional retirement service credit.

d. Total CSRS Retirement

Withholdings

Total of CSRS withholdings.

Contributions

Total CSRS contributions.

Total

The sum of the total CSRS withholding and contributions.

These totals (category d) are automatically calculated by RITS when you leave this screen and included in the figures on the 2812 Summary screen.

Function Buttons

“Submit”
“Summary”
“Health”
“FERS”
“2812A”
“Another Report Type”
“Clear”
“Return to RITS Main Menu”
“Help”

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information.

“Life”

Displays the **2812 Life** screen shown in Figure 1.5 and discussed below that figure.

2812 FERS

The **2812 FERS** screen, shown in figure 1.8, is used to report and allow for a transfer of funds for withholdings and employer contributions to the **FERS (Federal Employees' Retirement System)**. FERS covers Federal employees hired after December 21, 1983.

RITS - 2812 FERS

Submit

Summary

Life

Health

CSRS

2812A

Another Report Type

Clear

Return To RITS Main Menu

Help

Date Payroll Paid: 2001-06-26

Hold: N

Payroll Office: 24700001

Payroll Begin Date: 2001-06-03

Payroll End Date: 2001-06-16

Pay Cycle Type: B

Pay Cycle ID: 127

Report Number: B112704I

C. Retirement

Benefit Category

Withholdings

Contributions

Total

1.FERS Retirement

a. Regular

13,720.54

122,341.61

b. Military Reserve Technicians

0.00

0.00

c. Special

0.00

0.00

d. Salary Offset -

0.00

Re-employed Annuitants

e. Military Deposit

0.00

f. Total FERS Retirement

13,720.54

122,341.61

136,062.15

2. Total Retirement

82,962.54

205,814.55

288,777.09

d. Grand Total

133,950.68

321,957.26

455,907.94

Submit

Summary

Life

Health

CSRS

2812A

Another Report Type

Clear

Return To RITS Main Menu

Help

Title Bar

Function Buttons

Header

Detail Section

Function Buttons

Figure 1.8 2812 FERS

Header

The Header of the **2812 FERS** screen contains fields identical to those on the **2812 Life** screen and you may see the discussion of that screen earlier in this Section for an explanation of those fields. The only field that you can change in this section is the **Hold** field.

Detail Section

40

The Detail Section of this screen contains a table with the following fields, all related to the **Federal Employees' Retirement System (FERS)**.

Benefit Category

1. FERS Retirement

a. Regular

Withholdings

Withholdings from FERS employees (not included in the classifications below) and classified with a CPDF code of F.

Contributions

Agency contributions for regular FERS employees.

b. Military Reserve Technicians

Withholdings

Withholdings from members of the reserve components of the armed forces who are assigned to a civilian position as a technician of reserve components and as a condition of employment are required to be a member of the reserve components servicing in a specified military grade. These employees have a CPDF classification of N.

Contributions

Agency contributions for Military Reserve Technicians (see above).

c. Special

Withholdings

Withholdings from types of employees under special retirement provisions (law enforcement officers, fire fighters and air traffic controllers). These employees have a CPDF classification of L or M.

Contributions

Agency contributions for employees under special retirement provisions as specified under withholdings.

d. Salary Offset -- Re-employed Annuitants

Contributions

When an annuitant (retiree) is re-employed, the amount of the annuity that applies to the period of re-employment is offset from the annuitant's salary and is returned to OPM.

e. Military Deposit

Withholdings

FERS employees receive credit for periods of post-56 military service by paying a deposit of 3 percent of the military base pay received plus any applicable interest.

The fields listed above are entered by the user. This section also has fields for:

f. Total FERS Retirement

Withholdings

Total of the FERS Retirement Withholdings

Contributions

Total of the FERS Retirement Contributions

Total

Sum of the FERS Total Retirement Contributions and Total Retirement Withholdings

2. Total Retirement

Withholdings

Total of Retirement Withholding (FERS and CSRS).

Contributions

Total of Retirement Contributions (FERS and CSRS).

Total of Withholding and Contributions

Sum of the Total Retirement Contributions and Total Retirement Withholdings.

d. Grand Total

Withholdings

Sum of Total Life Insurance Withholdings, Total Health Benefits Withholdings and Total Retirement Withholdings.

Contributions

Sum of Total Life Insurance Contributions, Total Health Benefits Contributions and Total Retirement Contributions.

Grand Total of Withholding and Contributions

Sum of the Grand Total Contributions and Grand Total Withholdings.

The total fields are calculated by RITS when you exit this screen and are not entered or edited by the user.

To facilitate the transition to automated filing, the data entry screens in RITS are similar to the paper forms used for these filings (see *Appendix A*).

Function Buttons

"Submit"
 "Summary"
 "Health"
 "CSRS"
 "2812A"
 "Another Report Type"
 "Clear"
 "Return to RITS Main Menu"
 "Help"

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information.

“Life”

Displays the 2812 Life screen shown in Figure 1.5 and discussed below that figure.

2812 2812A Section H

The **2812 2812A** screen, shown in Figure 1.9, is used to allocate reported withholdings and contributions for health benefits by **Enrollment Code** (see *Glossary*).

RITS - 2812 2812A

Submit Summary Life Health CSRS FERS Another Report Type Clear

Add Enrollment Code Refresh Totals Copy Enrollment Codes

Return To RITS Main Menu Help

Date Payroll Paid: 2001-06-26 **Hold:** N Payroll Office: 24700001

Payroll Begin Date: 2001-06-03 Payroll End Date: 2001-06-16

Pay Cycle Type: B Pay Cycle ID: 127 Report Number: B112704I

Section H - Health Benefits Data

Delete	Enrollment Code	Total Withholdings / Contributions

Cumulative	Health Benefit Totals	Difference
0.00	160,630.86	-160,630.86

Submit Summary Life Health CSRS FERS Another Report Type Clear

Add Enrollment Code Refresh Totals Copy Enrollment Codes

Return To RITS Main Menu Help

Figure 1.9 Section H – Health Benefits Data (no Enrollment Codes)

Header

The Header of the **2812 2812A Section H** screen contains fields identical to those on the **2812 Life** screen and you may see the discussion of that screen earlier in this Section for an explanation of those fields. The only field that you can change in this section (or directly on this screen) is the **Hold** field.

Detail Section

The Detail Section of the **2812 2812A** has 2 areas.

If enrollment data is not present in Section H--Health Benefit Data, the Detail section appears as column headers only as shown in Figure 1.9. In that case, you must add enrollment code(s) as described later in this section under “*Adding Enrollment Codes*”.

If enrollment data is present, the first area of the screen contains a table with columns of data. The first column has menus with options to **Delete** the Enrollment Code (or not). The next column displays the **Enrollment Code** and the third column allows you to enter or edit **Total Withholdings/Contributions** for the Enrollment Code as shown in Figure 1.9A.

RITS - 2812 2812A

Submit Summary Life Health CSRS FERS Another Report Type Clear

Add Enrollment Code Refresh Totals Copy Enrollment Codes

Return To RITS Main Menu Help

Date Payroll Paid: 2001-06-26 **Hold:** N Payroll Office: 24700001

Payroll Begin Date: 2001-06-03 Payroll End Date: 2001-06-16

Pay Cycle Type: B Pay Cycle ID: 127 Report Number: B112704I

Section H - Health Benefits Data

Delete	Enrollment Code	Total Withholdings / Contributions
No	101	1,741.44
No	102	1,861.92
No	104	15,608.92
No	105	38,427.75

Cumulative	Health Benefit Totals	Difference
57,640.03	160,630.86	-102,990.83

Submit Summary Life Health CSRS FERS Another Report Type Clear

Add Enrollment Code Refresh Totals Copy Enrollment Codes

Return To RITS Main Menu Help

Figure 1.9A Section H – Health Benefits Data (with Enrollment Codes)

Delete

This column contains drop down menus with **Yes** or **No** choices. **Yes** deletes the Enrollment Code from the 2812A.

Enrollment Codes

Lists the codes that are relevant to the 2812 Health Section for this transaction.

Withholdings/Contribution

A data entry box that can be used to enter or change the withholding/contribution amount. The system will override the Total Withholdings/Contributions amount with the latest amount entered.

The second area of the Detail Section contains totals calculated by RITS as follows:

Cumulative

The Grand Total of the Total Withholdings/Contributions entered on the **2812A Add Enrollment Code** screen, edited or deleted on this screen.

Health Benefit Total

The Grand Total of health benefits funds, including withholdings and contributions for Regular Health Benefits and Temporary Continuation of Coverage Health Benefits reported on the 2812 Health screen.

Difference

The difference between the **Cumulative** total from the **2812A Health** screen and the **Health Benefit Totals** from this screen. The difference must be 0.00 before the 2812 will pass data verification on submission. If there is a difference between these amounts, the user will receive an error message.

RITS - 2812 2812A			
Submit	Summary	Life	Health
CSRS	FERS	Another Report Type	Clear
Add Enrollment Code	Next	Refresh Totals	Copy Enrollment Codes
Return To RITS Main Menu	Help		
Date Payroll Paid:	2001-06-26	Hold:	N
Payroll Office:	24700001		
Payroll Begin Date:	2001-06-03	Payroll End Date:	2001-06-16
Pay Cycle Type:	B	Pay Cycle ID:	127
Report Number:	B112704I		
Section H - Health Benefits Data			
Delete	Enrollment Code	Total Withholdings / Contributions	
No	101	1,741.44	
No	102	1,861.92	
No	104	15,608.92	
No	105	38,427.75	
No	KL5	25,010.82	
Cumulative	Health Benefit Totals	Difference	
160,630.86	160,630.86	0.00	
Submit	Summary	Life	Health
CSRS	FERS	Another Report Type	Clear
Add Enrollment Code	Next	Refresh Totals	Copy Enrollment Codes
Return To RITS Main Menu	Help		

Figure 1.9B Balanced 2812A (Difference of 0.00)

Function Buttons

“Submit”
 “Summary”
 “Health”
 “CSRS”
 “FERS”
 “Another Report Type”
 “Clear”
 “Return to RITS Main Menu”
 “Help”

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information.

“Life”

Displays the **2812 Life** screen shown in Figure 1.6 and discussed below that figure.

“Add Enrollment Code”

Displays the **2812A Add Enrollment Code** screen shown in Figure 1.10 (and discussed below that figure) to allow you to enter new Enrollment Codes and their associated Total Withholdings/Contributions. Unlike the previous RITS system, you cannot enter duplicate enrollment codes. If there are duplicate enrollment codes to be entered, you must manually add the amounts for the code and enter the sum. The application will not accept the same code more than once.

“Refresh Totals”

Forces the immediate deletion of any Enrollment Codes marked **Yes** in the deletion column (with their associated Totals) and the recalculation of the **Cumulative** and **Difference** fields. These deletions are automatically processed and the fields recalculated when you exit this screen.

“Copy Enrollment Codes”

Automatically copies the codes that were reported on the last drawn down 2812A. If there is not a 2812 which has been drawn down in the database, data from the most recently completed 2812A will be used.

“Next”

Enrollments Codes display five to a screen. If the 2812A contains six or more codes, a “Next” button will display to allow viewing of the additional codes, as shown in Figure 1.9B.

“Prior”

If the 2812A contains six or more codes, a “Prior” button will display to allow viewing of the previous codes.

RITS - 2812A			
<input type="button" value="OK"/> <input type="button" value="Return To RITS Main Menu"/> <input type="button" value="Help"/>			
Payroll Paid Date: 2001-06-26		Payroll Office: 24700001	
Pay Period From: 2001-06-03		To: 2001-06-16	
Pay Cycle Type: B		Report Number: B112704I	
Add Enrollment Code			
Enrollment Code	Total Withholdings / Contributions		
101	1,741.44		
102	1861.92		
104	15608.53		
105	38427.75		
<input type="button" value="OK"/> <input type="button" value="Return To RITS Main Menu"/> <input type="button" value="Help"/>			

Figure 1.10 2812A Add Enrollment Code

Header

The Header of the **2812A Add Enrollment Code** screen contains fields identical to those on the **2812 Life** screen. You may review the discussion of the **2812 Life** screen earlier in this Section for an explanation of those fields.

Detail Section

The Detail Section of the **2812A Add Enrollment Code** screen contains a table with columns for **Enrollment Code** and **Total Withholdings/Contributions**. The Enrollment Code is a three character alphanumeric code. The first two characters identify the health benefit plan (carrier) and the third identifies the option. The Total Withholdings/Contributions is a dollar figure representing the total of both the employer contributions and the payroll withholdings for employee contributions for the specified

health benefit plan. OPM will use this breakdown to disburse funds to the appropriate health benefit carriers.

You must use this screen to enter a new Enrollment Code. This screen allows you to enter up to ten new codes at a time. If more than 10 codes need to be added, you must enter the first ten codes and select "OK" to save those codes. This will return you to the 2812/2812A screen shown in Figure 1.9A where you can select the "Add Enrollment Code" button again to add additional codes.

If you enter an invalid Enrollment Code, you will receive an error message, then returned to this screen with the invalid code highlighted.

You may enter the Total Withholding/Contributions for the Enrollment Code on this screen, or you can enter or edit the Total on the main **2812 2812A** screen.

Function Buttons

"OK"

Accepts your entries on this screen and returns you to the **2812 2812A**

"Return to RITS Main Menu"

Returns you to the **RITS Main Menu** screen.

"Help"

Displays the system help for this screen.

2812 Summary

The **2812 Summary** screen, shown in Figure 1.11, displays the totals of all withholdings and contributions for Life, Health and Retirement benefits entered on the associated, 2812 data entry screens. It also displays the Grand Totals for this 2812.

	Life	Health	Retirement	
Total Withholdings	5,312.06	45,676.08	82,962.54	133,950.68
Total Contributions	1,187.93	114,954.78	205,814.55	321,957.26
Grand Total	6,499.99	160,630.86	288,777.09	455,907.94

Figure 1.11 2812 Summary

Header

The Header of the **2812 Summary** screen contains fields identical to those on the **2812 Life** screen. The only field that you can change in this section, or on this screen, is the **Hold** field.

Detail Section

The Detail Section of the **2812 Summary** screen contains a table with the totals for Life, Health and Retirement amounts withheld from the employees' pay and contributed by the employing agency. These totals are recalculated as each screen is exited and you cannot edit them.

The Detail Section also contains grand totals of these columns and rows. These fields are calculated by RITS when you display this screen and cannot be edited. The only field that can be changed on this screen is the **Hold** field in the Header Section. The **Hold** field must have a status of "No" before the completed 2812 can be drawn down through RITS.

This screen shows the totals of all the amounts that will be reported to OPM when the 2812 is submitted. Use it to check that the totals match the totals shown by your internal accounting and use the **“Submit”** button to submit the completed form to OPM.

Function Buttons

“Submit”
“Health”
“CSRS”
“FERS”
“2812A”
“Return to RITS Main Menu”
“Help”

These buttons also appear on the **2812 Life** screen and they function as they do when selected from that screen. See the discussion of that screen above for further information.

“Life”

Displays the **2812 Life** screen shown in Figure 1.5 and discussed below that figure.

2812 Confirmation

RITS - 2812 Confirmation

OK

Return To RITS Main Menu

Help

ALC: 31000001

Payroll Office: 31000001

Payroll Paid Date: 2001-02-06

Pay Period From: 2001-01-14

Pay Cycle Type: B

Pay Cycle Id: 745

Original Estimated Supplemental Reversal Flag: O

Report Number: B074528I

Total Withholdings and Contributions: 30600.00

[The amounts for this 2812 will be transferred to OPM via an IPAC transaction]

OK

Return To RITS Main Menu

Help

Figure 1.12 2812 Confirmation

When you have submitted a 2812 by clicking “Submit” from any of the 2812 data entry screens, data verification will be performed by RITS and, if the data on the 2812 is accepted, you will see the Confirmation screen shown in Figure 1.12. For payroll offices that remit withholdings only, the confirmation message will state that only the withholdings amount will be transferred to OPM.

This page intentionally left blank.

Payroll Office/Pay Cycle

The “**Payroll Office/Pay Cycle**” menu selection has two basic functions: it is used to enter and/or edit Payroll Office information and to establish and edit Pay Cycles.

Payroll offices are established in RITS by the Office of Personnel Management (OPM) when an agency registers to do business through RITS. It is the Payroll Office’s responsibility to initially enter and to maintain current information regarding its mailing address, main contact, the contact’s title, telephone number and email address.

A pay cycle is a specific payroll. A separate 2812 is required for each pay cycle. Each pay cycle has a regular, repeated series of dates on which employees are paid. A pay cycle must be established before individual payrolls can be generated in RITS. This menu option also allows you to enter and edit pay cycles.

To access the “**Payroll Office/Pay Cycle**” function in RITS, log on to the IPAC system and choose the RITS option from the IPAC system main menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 2.1.

Figure 2.1 RITS Main Menu

Payroll Office

The data entry field on this screen is the **Payroll Office** field. This is the Payroll Office number of the agency responsible for filing the SF 2812. Your Login ID, which you entered to start your session with the IPAC program, will be available to RITS. Using that ID, RITS will determine the Payroll Office(s) for whom you are authorized to do business

- If you are only authorized to act on behalf of **one Payroll Office**, that Payroll Office number will appear in the **Payroll Office** data entry box as shown above.

- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu box for the **Payroll Office**.
- If you are authorized to act for **more than 25 Payroll Offices**, the **Payroll Office** field will appear as a blank data entry box.

The **Payroll Office** field is mandatory and you must accept the Payroll Office number shown as a default, choose a Payroll Office from the drop down menu, or enter a Payroll Office number in this field.

Accessing the RITS Payroll Office/Pay Cycle Function

Once the **Payroll Office** field has been completed, click the “**Payroll Office/Pay Cycle**” button as shown in Figure 2.1. The **Payroll Office/Pay Cycle** screen, shown in Figure 2.2, will display showing the current information for the Payroll Office selected.

RITS - Payroll Office/Pay Cycle

Pay Cycle Submit Another Office Clear Return To RITS Main Menu Help

Payroll Office No: 24700001 ALC: 24000001

DO Symbol: 202

First Name: John Last Name: Doe

Middle Initial: x

Street Address: 1900 E Street, NE Optional Address: Room 3H35

City: Washington State: DC

Zip: 20014 Country: USA

Contact Phone No: 202 555-22 Contact Title: Chief, Payroll Branch

Date Closed: OWCP: N

Description: XYZ Agency

Contact Email: jxdoe@opm.gov

Pay Cycle Submit Another Office Clear Return To RITS Main Menu Help

Annotations:

- Title Bar: RITS - Payroll Office/Pay Cycle
- Function Buttons: Pay Cycle, Submit, Another Office, Clear, Return To RITS Main Menu, Help
- Detail Section: Payroll Office No, ALC, DO Symbol, First Name, Last Name, Middle Initial, Street Address, Optional Address, City, State, Zip, Country, Contact Phone No, Contact Title, Date Closed, OWCP, Description, Contact Email
- Function Buttons: Pay Cycle, Submit, Another Office, Clear, Return To RITS Main Menu, Help

responsibility in RITS.

Entering or Editing Payroll Office Information

Data Entry Fields

The **RITS – Payroll Office/Pay Cycle** screen contains data fields, some of which you can edit and some of which are entered and maintained by OPM. You **cannot** edit the following fields:

Payroll Office Number

An eight digit number, assigned by OPM, which uniquely identifies a payroll office.

ALC (Agency Location Code)

A 3(RFCs), 4(DOs) or 8 (use RFCs for disbursement) digit identifier assigned by FMS for Treasury reporting purposes. The first two digits on the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining four digits identify the particular agency account section within that bureau.

DO Symbol (Disbursing Office Symbol)

A five character identifier automatically assigned when a Payroll Office is established in RITS. Each Payroll Office has a unique DO Symbol for RITS. RITS DO Symbols start with an “R”.

Date Closed

A date, entered by OPM, when a Payroll Office is closed in RITS and is no longer responsible for filing through RITS.

OWCP (Office of Workers’ Compensation Programs)

An identifier of “Y” indicates that a Payroll Office remits monies under the Workmen’s Compensation program for employees and/or retirees. The agency reports data for both withholdings and contribution but only the amounts for withholdings are transferred to OPM. The contribution portion is paid through OPM appropriations.

The fields listed below can be edited on this screen and their maintenance is the responsibility of the reporting Payroll Office.

First Name
Middle Initial
Last Name



Name of the RITS contact for the Payroll Office.
--

Since the Login ID assigned by RITS to this payroll contact will contain the Middle Initial of the contact, you **must** enter a middle initial. If the contact has no middle initial, or the information is not available, enter the letter “X” or the first letter of the contact’s last name.

<u>Contact Phone Number</u> <u>Contact Title</u> <u>Contact Email</u>	}	Communication information for the RITS contact.
---	---	---

<u>Street Address</u> <u>Optional Address</u> <u>City</u> <u>State</u> <u>Zip</u> <u>Country</u>	}	Payroll Office address. The Optional Address line can be used as need for additional address information or as a second line for the Street Address.
---	---	--

Description
Full Payroll Office name.

Payroll Office Function Buttons

The **Payroll Office/Pay Cycle** screen has the following function buttons:

“Pay Cycle”

Displays the **Pay Cycle Selection** screen shown in Figure 2.5 and discussed below that figure.

“Another Office”

Displays the **Another Office** screen shown in Figure 2.4. This screen allows you to enter another payroll office number for the Payroll Office/Pay Cycle function.

“Submit”

The data on the current screen will be submitted for entry in the RITS database. If the data is accepted, you will be presented with a confirmation screen as shown in Figure 2.3.

Note: You must use the “Submit” button to save any data entry or edits to the Payroll Office Contact Information.
--



Figure 2.3 Payroll Office Updated Confirmation

“Clear”

Returns the data entry fields to their values the last time the screen was displayed.

“Return to RITS Main Menu”

Returns you to the main menu screen.

“Help”

Displays page level, context sensitive help for this screen.

Another Office

When you choose **“Another Office”** from the **Payroll Office/Pay Cycle** screen shown in Figure 2.2, the screen shown in Figure 2.4 will display. This screen allows you to enter another Payroll Office number and work with the Payroll Office and Pay Cycle information for a different Payroll Office without returning to the RITS Main Menu. Entering a Payroll Office on this screen and selecting OK will display the **Payroll Office/Pay Cycle** screen for the entered Payroll Office.

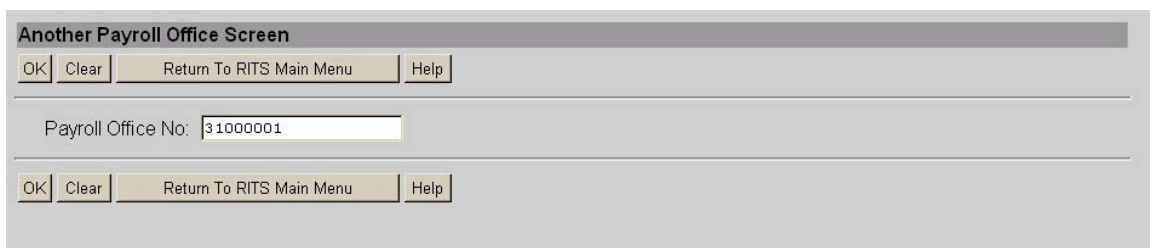


Figure 2.4 Another Office

The **Another Payroll Office** screen has a data entry field for the Payroll Office whose information you want to display, and the following function buttons:

“OK”

Accepts your entry on this screen and returns you to the **RITS – Payroll Office/Pay Cycle** screen for that payroll office.

“Clear”

Returns the data entry fields to their values the last time the screen was displayed.

“Return to RITS Main Menu”

Returns you to the main menu screen.

“Help”

Displays page level, context sensitive help for this screen.

Pay Cycle Selection

Clicking **“Pay Cycle”** from the **Payroll Office/Pay Cycle** screen as shown on Figure 2.2 will display the **Pay Cycle Selection** screen shown in Figures 2.5 and 2.6.

RITS - Pay Cycle Selection

Add Another Office Return To RITS Main Menu Help

Payroll Office No: 24400001 ALC: 24000001
 DO Symbol: 208
 First Name: John Last Name: Doe
 Middle Initial: X
 Street Address: 1900 E Street, NE Optional Address: Room 3H35
 City: Washington State: DC
 Zip: 200014 Country: USA
 Contact Phone No: 202 555-2222 Contact Title: Chief, Payroll Branch
 Date Closed: OWCP: N
 Description: XYZ Agency
 Contact Email: jxdoe@opm.gov

Pay Cycle Type/Id	Pay Cycle Description	Date Closed	Days Past Ending Date	Holiday Handling	Pay Cycle Start Date	Creation Date	Modified Date
-------------------	-----------------------	-------------	-----------------------	------------------	----------------------	---------------	---------------

Add Another Office Return To RITS Main Menu Help

Figure 2.5 Pay Cycle Selection (no Pay Cycles established)

If no Pay Cycles have been established in RITS, the **Pay Cycle Selection** screen will display as shown in Figure 2.5. You will need to add Pay Cycles as discussed later in this section.

If Pay Cycles have been established for your Payroll Office, the **Pay Cycle Selection** you see will look more like the one shown in Figure 2.6

RITS - Pay Cycle Selection

Edit Add Another Office Return To RITS Main Menu Help

Payroll Office No: 24700001
DO Symbol: 202
First Name: John
Middle Initial: x
Street Address: 1900 E Street, NE
City: Washington
Zip: 20014
Contact Phone No: 202 555-2222
Date Closed:
Description: XYZ Agency
Contact Email: jxdoe@opm.gov

ALC: 24000001
Last Name: Doe
Optional Address: Room 3H35
State: DC
Country: USA
Contact Title: Chief, Payroll Branch
OWCP: N

Pay Cycle Type/Id	Pay Cycle Description	Date Closed	Days Past Ending Date	Holiday Handling	Pay Cycle Start Date	Creation Date	Modified Date
B 127	Employees Payroll		10	P	2001-04-22	2001-06-01	2001-06-01
S 128	Director's Payroll		1	S	2001-05-01	2001-06-01	2001-06-01
W 129	Temporary		2	P	2001-05-06	2001-06-01	2001-06-01
F 138	Temporary Employees		4	P	2001-06-05	2001-06-05	2001-06-05

Edit Add Another Office Return To RITS Main Menu Help

Figure 2.6 Pay Cycle Selection (Pay Cycles Established)

From the **Pay Cycle Selection** screen you can edit an existing Pay Cycle, add a new Pay Cycle, or move to another Payroll Office to work with the Payroll Office/Pay Cycle function for that office.

The **Pay Cycle Selection** screen is divided into four parts as illustrated in Figures 2.5 and 2.6. They are the **Title Bar**, the **Header**, the **Detail Section** and the **Function Buttons**.

Title Bar

As you use the RITS program, the title bar on your screen will help you keep track of your location within the program. Once you leave the Main Menu, the title bar of each screen contains the name of the function in which you are currently working, here “Pay Cycle Selection.” The Title Bar functions the same on each RITS Payroll Office/Pay Cycle screen and will not be discussed separately for each screen.

Header

The **Header** contains the same fields as the header of the **Payroll Office/Pay Cycle** screen. These fields cannot be edited from this screen. If you want to modify the

information in any of these fields, you must edit them in the **Payroll Office/Pay Cycle** screen.

Detail

The Detail Section of the Pay Cycle Selection screen contains a table with the existing Pay Cycles for the current Payroll Offices listed in rows. The column headings are:

Pay Cycle Type

The length of the pay period representing the pay cycle. There are five types of pay cycle: **W** Weekly (7days), **B** Bi-Weekly (14 days), **S** Semi-monthly (1ST through 15th and 16th through the end of the month) **F** Four Weeks (28 days) and **M** Monthly (1st through the end of the month).

Pay Cycle ID

An identification number assigned by RITS to a Pay Cycle when that cycle is first entered in the system..

Pay Cycle Description

A functional description used by a Payroll Office to identify a Pay Cycle. Descriptions should be explanatory, such as "Monthly Executive Payroll" or "Hourly Non-Exempt Payroll" to aid in identification.

Date Closed

A date, entered by OPM, when a Pay Cycle is closed in RITS.

Days Past Ending Date

The number of days past the ending date of a pay period that a payroll is paid. If a weekly payroll ends on Saturday and the employees are paid on the following Thursday, the Days Past Ending Date for that payroll is 5.

Holiday Handling

Pay cycles contain a Holiday Handling Flag. This flag is used to change the normally scheduled pay day to an adjusted pay day when the normally scheduled pay day falls on a weekend or a holiday. This will be the pay date that RITS is looking for the 2812 report and the pay date that the payroll offices should indicate on their transmissions. The holiday flag is determined at the time the pay cycle is established. Values for the Holiday Flag are P (Prior) and S (Subsequent). For example:

- If the normally scheduled pay day falls on Monday, May 28th (Memorial Day) and the Holiday Handling Flag is "P", the adjusted Pay Date will be Friday, May 25th (the "P"rior work day). If the Holiday Handling Flag is "S", the adjusted Pay Date is Tuesday, May 29th (the "S"ubsequent work day).
- If the normally scheduled Pay Date falls on a Saturday or a Sunday and the Holiday Handling Flag is a "P", the adjusted Pay Date would be Friday. If

Friday is a holiday the adjusted Pay Date would be Thursday. If the Holiday Handling Flag is "S" the adjusted Pay Date would be Monday. If Monday is a holiday the adjusted Pay Date would be Tuesday

Pay Cycle Start Date

The first day of the first Pay Period in the Pay Cycle.

Creation Date

The date the pay Cycle was created in RITS.

Modified Date

The date the pay Cycle was last modified in RITS.

None of the data fields on the **Pay Cycle Selection** screen can be edited from this screen. To edit Pay Cycles, use the "Edit" button to reach the **Edit Pay Cycle** screen as discussed below.

Function Buttons

The **Pay Cycle Selection** screen has the following function buttons:

"Edit"

Displays the **Edit Pay Cycle** screen shown in Figure 2.7 and discussed below that figure.

"Add"

Displays the **Add Pay Cycle** screen shown in Figure 2.9 and discussed after that figure.

"Another Office"

Displays the **Another Payroll Office** screen shown in Figure 2.4. This screen allows you to enter another payroll office number for the Payroll Office/Pay Cycle function.

"Return to RITS Main Menu"

Returns you to the main menu screen.

"Help"

Displays page level, context sensitive help for this screen.

Editing a Pay Cycle

RITS - Edit Pay Cycle

Payroll Office No: 24700001
ALC: 24000001

DO Symbol: 202

First Name: John
Last Name: Doe

Middle Initial: X

Street Address: 1900 E Street, NE
Optional Address: Room 3H35

City: Washington
State: DC

Zip: 20014
Country: USA

Contact Phone No: 202 555-2222
Contact Title: Chief, Payroll Branch

Date Closed:
OWCP: N

Description: XYZ Agency

Contact Email: jxdoe@opm.gov

Pay Cycle Type	Pay CycleId	Pay Cycle Description	Date Closed	Days Past Ending Date	Holiday Handling	Pay Cycle Start Date	Creation Date	Modified Date
B	127	Employees Payroll		10	P	2001-04-22	2001-06-01	2001-06-01
S	128	Director's Payroll		1	S	2001-05-01	2001-06-01	2001-06-01
W	129	Temporary		2	P	2001-05-06	2001-06-01	2001-06-01
F	138	Temporary Employees		4	P	2001-06-05	2001-06-05	2001-06-05

Figure 2.7 Edit Pay Cycle

The **Edit Pay Cycle** screen Header and Detail Section are similar to the **Pay Cycle Selection** screen and the data columns associated with the Pay Cycles are the same. On the **Edit Pay Cycle** screen you may edit the information in the following columns:

Data Entry/Edit Fields

Pay Cycle Description

A functional description used by a Payroll Office to identify a Pay Cycle. Descriptions should be explanatory, such as "Monthly Executive Payroll" or "Hourly Non-Exempt Payroll" to aid in identification.

Days Past Ending Date

The number of days past the ending date of a payroll period that the payroll is paid. If a weekly payroll ends on Saturday, and the employees are paid on the following Thursday, the Days Past Ending Date for the payroll is five.

Holiday Handling

Pay cycles contain a Holiday Handling Flag. This flag is used to change the normally scheduled pay day to an adjusted pay day when the normally scheduled pay day falls on a weekend or a holiday. This will be the pay date that RITS is looking for the report and the pay date that the payroll offices should indicate on their transmissions. The holiday flag is determined at the time the pay cycle is established. Values for the Holiday Flag are P (Prior) and S (Subsequent). For example:

- If the normally scheduled pay day falls on Monday, May 28th (Memorial Day) and the Holiday Handling Flag is "P", the adjusted pay day will be Friday May 25th (the prior work day). If the Holiday Handling Flag is "S", the adjusted pay day is Tuesday May 29th (the subsequent work day).
- If the normally scheduled pay day falls on a Saturday or a Sunday and the Holiday Handling Flag is a "P", the adjusted pay day would be Friday. If Friday is a holiday the adjusted pay day would be Thursday. If the Holiday Handling Flag is "S" the adjusted pay day would be Monday. If Monday is a holiday the adjusted pay day would be Tuesday.

The following fields on the **Edit Pay Cycle** screen **cannot** be edited.

Pay Cycle ID

An three digit number assigned by RITS when the payroll is entered in the database.

Pay Cycle Start Date

Entered when the payroll is first entered. This characteristic is integral to the definition of the payroll and cannot be edited.

Pay Cycle Type

The length of the pay period representing the pay cycle. There are five types of pay cycle: **W** Weekly (7days), **B** Bi-Weekly (14 days), **S** Semi-monthly (1st through 15th and 16th through the end of the month) **F** Four Weeks (28 days) and **M** Monthly (1st through the end of the month). The Type is entered when the payroll is first created in RITS. This characteristic is integral to the definition of the payroll and cannot be edited.

Creation Date

Date that the pay cycle was originally created.

Modification Date

Date that the pay cycle was last modified.

Date Closed

Pay Cycle closing is handled by OPM. If you need to close a Payroll Cycle or Payroll Office, contact the RITS Administrator at OPM.

Function Buttons

“Submit”

Submits the Pay Cycle edits you have made to the RITS data base. If the new data is validated, you will see the Pay Cycle Confirmation screen show in Figure 2.8.

“Clear”

Returns the data entry/edit fields to their values the last time the screen was displayed.

“Return to RITS Main Menu”

Returns you to the main menu screen.

“Help”

Displays page level, context sensitive help for this screen.

Edit Pay Cycle Confirmation

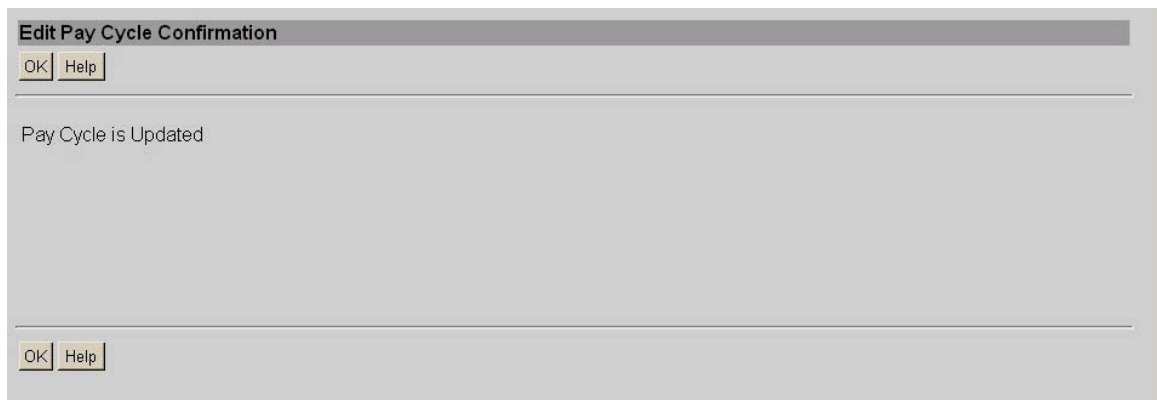


Figure 2.8 Edit Pay Cycle Confirmation

This screen confirms that the edited data you submitted for the Pay Cycle(s) has been accepted and stored in the RITS database. You can click “Help” to display the system help for this screen, or “OK” to return to the **Payroll Office/Pay Cycle** screen shown in Figure 2.2.

Adding a Pay Cycle

Click “Add” on the **Pay Cycle Selection** screen (shown in Figures 2.5 and 2.6) to display the **Add Pay Cycle** screen shown in Figure 2.9.

RITS generates a Pay Cycle ID and a schedule of Payroll Paid Dates from the Pay Cycle Start Date, Pay Cycle Type, Days Past Ending Date and the Holiday Handling Indicator. The **Add Pay Cycle** screen provides for the entry of that information.

RITS - Add Pay Cycle

Submit Clear Return To RITS Main Menu Help

Payroll Office No: 24700001 ALC: 24000001
 DO Symbol: 202
 First Name: John Last Name: Doe
 Middle Initial: X
 Street Address: 1900 E Street, NE Optional Address: Room 3H35
 City: Washington State: DC
 Zip: 20014 Country: USA
 Contact Phone No: 202 555-2222 Contact Title: Chief, Payroll Branch
 Date Closed: OWCP: N
 Description: XYZ Agency
 Contact Email: jxdoe@opm.gov

Pay Cycle Type	Pay Cycle Description	Days Past Ending Date	Holiday Handling	Pay Cycle Start Date	CreationDate
Bi-weekly			P		2001-06-06
Bi-weekly			P		2001-06-06
Bi-weekly			P		2001-06-06
Bi-weekly			P		2001-06-06
Bi-weekly			P		2001-06-06
Bi-weekly			P		2001-06-06

Submit Clear Return To RITS Main Menu Help

Figure 2.9 Add Pay Cycle

Header

The **Add Pay Cycle** header contains information similar to the **Payroll Office/Pay Cycle** screen and the data fields in the header are explained under the discussion of that screen earlier in this section. None of the data fields in the header of the **Add Pay Cycle** screen can be edited.

Detail Section

The detail section of the **Add Pay Cycle** screen has a table with rows to enter up to six new pay cycles to the Payroll Office referenced in the header.

Data Entry Fields

Each of these rows has the following data fields:

Pay Cycle Type

This field has a drop down menu with the choices shown in Figure 2.10. There are five types of pay cycle: **W** Weekly (7days), **B** Bi-Weekly (14 days), **S** Semi-monthly (1ST through 15th and 16th through the end of the month) **F** Four Weeks (28 days) and **M** Monthly (1st through the end of the month).



Figure 2.10 Pay Cycle Type Menu

Pay Cycle Description

A functional description, used by a Payroll Office to aid in identifying the Pay Cycle. Descriptions should be explanatory, such as “Monthly Executive Payroll” or “Hourly Non-Exempt Payroll” to aid in identification.

Days Past Ending Date

The number of days past the ending date of a payroll that a payroll is paid.

Holiday Handling

This flag determines the direction in time to move a pay date so that it falls on a regularly scheduled work day. The field has a drop down menu with values of (P)rior or (S)ubsequent). See the *Glossary* for a further explanation of this field.

Pay Cycle Start Date

This is the first day of the first pay period of this Pay Cycle. It must be entered in YYYY-MM-DD format and it can begin on the current date or it can be retroactive for up to 45 days prior to the current date. RITS generates a schedule of Payroll Paid Dates from the Pay Cycle Start Date, Pay Cycle Type, Days Past Ending Date and the Holiday Handling Indicator.

Creation Date

This date is the current system date and cannot be edited.

Function Buttons

The **Add Pay Cycle** screen has the following function buttons:

“Submit”

Submits the data for the new Pay Cycles for verification, Pay Cycle ID assignment and storage in the RITS data base.

“Clear”

Returns the data entry fields to their values the last time the screen was displayed.

“Return to RITS Main Menu”

Returns you to the main menu.

“Help”

Displays page level, context sensitive help for this screen.

Clicking “Submit” will submit the Pay Cycles you have entered for data validation and storage in the RITS database. If the data is accepted, you will see a confirmation screen similar to that shown in Figure 2.11.

Add Pay Cycle Confirmation

Pay Cycle Type	Description	Day's Past Ending Date	Holiday Handling	Pay Cycle Start Date	Creation Date
W	Temporary support staff	7	S	2001-02-26	2001-02-20

Figure 2.11 Add Pay Cycle Confirmation

This screen confirms that the Pay Cycle(s) has been successfully stored in the RITS database. You can click “Help” to display the system help for this screen, or “OK” to return to the Add Pay Cycle screen shown in Figure 2.9

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Report Retention Management

All reports generated by the RITS System are automatically saved to a database. Reports that are no longer needed should be deleted to save storage space and to make it easier to find and retrieve new reports.

Accessing the Report Retention Management Function

To access the Report Retention Management function, log on to the IPAC system and choose the RITS option from the IPAC System Main Menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 3.1.

Figure 3.1 RITS Main Menu

Payroll Office

The data entry field on this screen is the **Payroll Office** field. Your Login ID, which you entered to start your session with the IPAC system, will be available to the RITS application. Using that ID, RITS will determine the Payroll Office(s) for whom you are authorized to do business

- If you are only authorized to act on behalf of **one Payroll Office**, that Payroll Office number will appear in the Payroll Office data entry box as shown above.
- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu box for the Payroll Office.
- If you are authorized to act for **more than 25 Payroll Offices**, the Payroll Office field will appear as a blank data entry box.

The Payroll Office field is mandatory and you must accept the Payroll Office number shown as a default, choose a Payroll Office from the drop down menu or enter a Payroll Office number in this field.

Click the “Report Retention Management” button as shown in Figure 3.1. This will bring up the **RITS - Report Retention Management Payroll Office Entry** screen shown in Figure 3.2.

Report Retention Management Payroll Office Entry

RITS - Report Retention Management - Payroll Office Entry

OK Clear Return To RITS Main Menu Help

Start Date: 2001-06-05 End Date: 2001-06-06

Enter Payroll Office Numbers Below :

24700001

Figure 3.2 RITS - Report Retention Management Payroll Office Entry

Payroll Office Entry Data Entry Fields

Start Date

The generation date (entered in YYYY-MM-DD format) of the first report(s) you want to retrieve.

End Date

The generation date (entered in YYYY-MM-DD format) of the last report(s) you want to retrieve.

These are the dates on which the requested reports were generated, not the dates covered by the reports.

Enter Payroll Office Below:

If you entered a Payroll Office on the RITS Main Menu, it will display in the first data entry box. There are additional data entry boxes to allow you to enter up to a total of 25 Payroll Offices whose outstanding reports you would like to review for retention or deletion. (All of the data entry boxes may not be visible at one time through your browser, but they may be accessed using the scroll bar to the right of your screen, or by hitting the tab key after entering a Payroll Office in the last visible box.)

Only the reports you created through the “Reports” option on the RITS Main Menu will be available to you.

Payroll Office Entry Function Buttons

“OK”

Displays a list of the reports you created which are currently stored for the Payroll Office(s) you entered.

“Clear”

Resets all data entry fields to their status the last time the screen was displayed.

“Return to RITS Main Menu”

Returns you to the **RITS Main Menu**.

“Help”

Display page level, context sensitive help for this screen.

Flagging Reports for Deletion

Click the “OK” button on the **RITS - Report Retention Management Payroll Office Entry** screen to bring up a list of the reports which you created for the Payroll Office(s) entered. If there are no stored reports for the entered Payroll Office(s) which were generated between the Start and End Dates you entered, you will receive the error message shown in Figure 3.3.

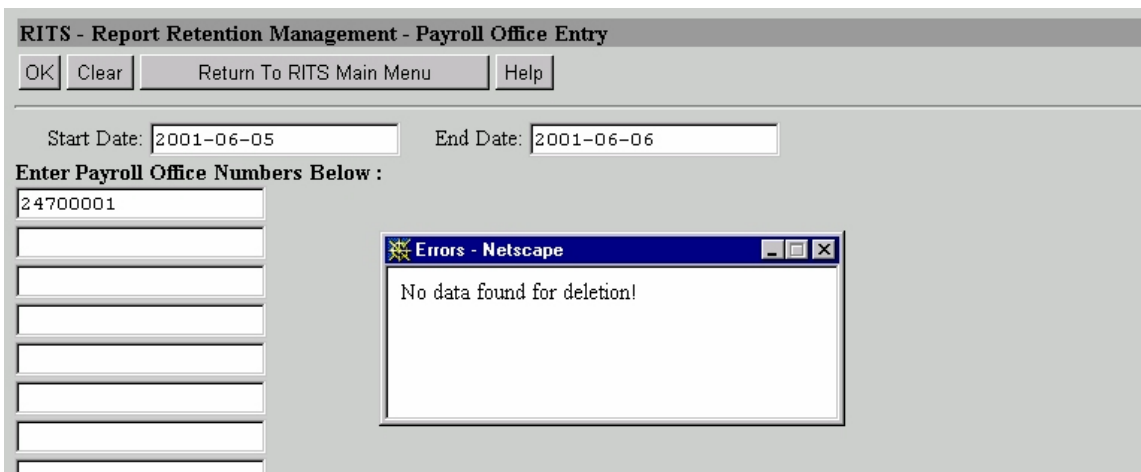


Figure 3.3 Error Message

Close this Error Message window and you will return to the **RITS - Report Retention Management Payroll Office Entry** screen where you can enter new report starting and ending dates, and/or new Payroll Office(s). At this point, the “Clear” button will not erase any of the data entry fields on this screen. You can highlight the data in any of the fields and use the Delete key to delete your entry, or you can highlight the data in the fields and type over it to change it.

If reports exist within the parameters requested, the **Report Retention Management** screen will display as shown in Figure 3.4.

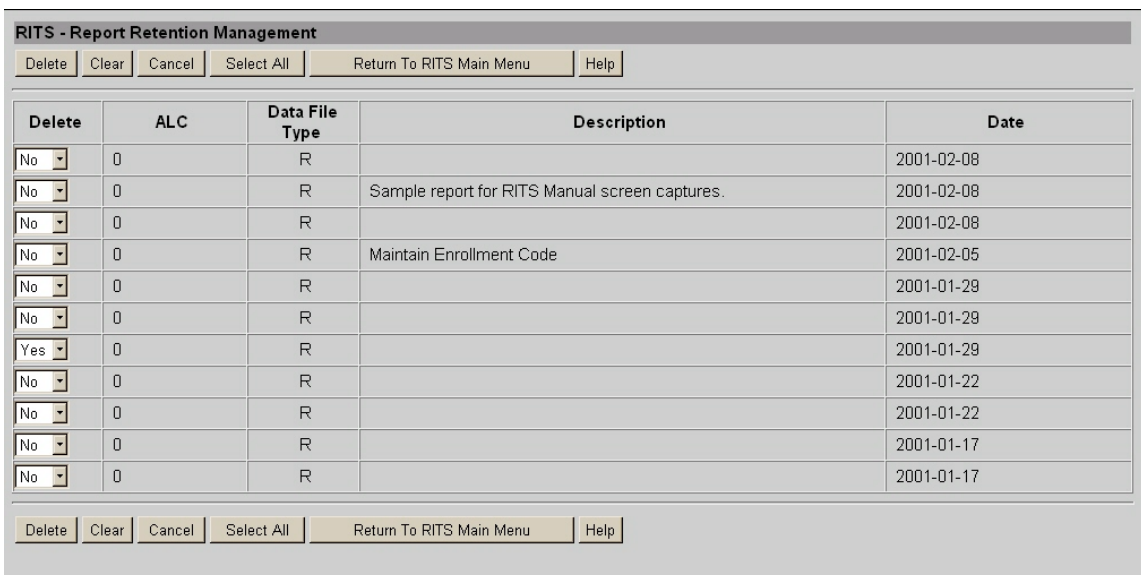


Figure 3.4 RITS Report Retention Management

You will not actually delete a report from RITS. Reports are deleted during a maintenance process that is run nightly. Through this function, you will flag reports for

deletion by the maintenance process. Until this process has been run, you can change the deletion flag (from YES for deletion to NO for no deletion, or vice versa).

Report Retention Management Data Fields

Delete

This field contains a drop down menu with YES/NO choices. If a report is not currently flagged for deletion, this field will default to NO. If you change this field to YES, the report will be deleted in the next database maintenance cycle. You may also change this choice from YES to NO to keep a report from being deleted. This is the only field on this screen that you can edit.

Payroll Office

The Payroll Office of the agency which generated the report, or on whose behalf the report was generated. A report which contains data for more than one Payroll Office will have a zero in the Payroll Office column. A report which contains data not related to specific payroll offices (such as the Holiday Report) will have "N/A" (for Not Applicable) in this column.

Data File Type

The type of data currently stored in the system. **R** = Report.

Description

The report description entered at the time the report was generated.

Date

The date the report was generated.

Report Retention Management Function Buttons

"Next/Prior"

If your request retrieves more reports than will fit on the screen, "Next" and/or "Prior" buttons will appear as needed to allow you to locate reports.

"Delete"

Submits the changes to the report deletion status.

"Clear"

Resets all data entry fields to their values the last time the screen was displayed.

"Cancel"

Discards any changes you have made to a report deletion status since the last time the database was accessed. Returns you to the Report Retention Management Payroll Office Entry screen.

“Select All”

All of the YES/NO deletion flags on the screen will be changed to YES. After you have clicked this button, the Clear button will **not** return these flags to their previous state but you can still manually change the individual flags to NO.

“Return to RITS Main Menu”

Returns you to the **RITS Main Menu** screen

“Help”

Displays the page level, context sensitive help for this screen

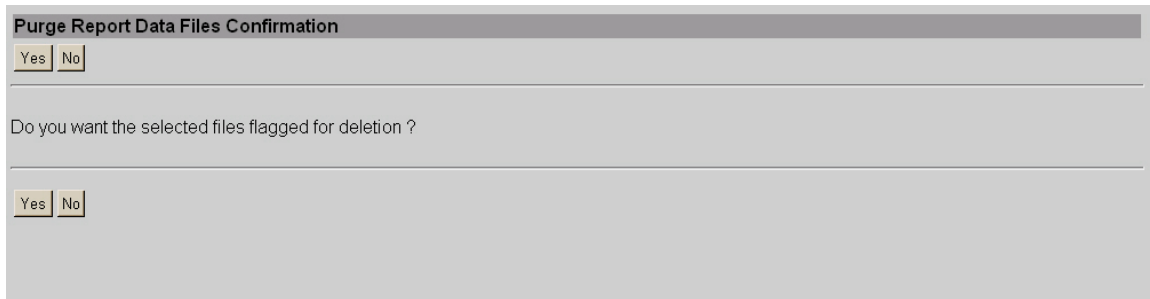
RITS - Report Retention Management				
Delete	Clear	Cancel	Select All	Return To RITS Main Menu Help
Delete	ALC	Data File Type	Description	Date
No	0	R		2001-02-08
No	0	R	Sample report for RITS Manual screen captures.	2001-02-08
No	0	R		2001-02-08
No	0	R	Maintain Enrollment Code	2001-02-05
No	0	R		2001-01-29
No	0	R		2001-01-29
Yes	0	R		2001-01-29
No	0	R		2001-01-22
No	0	R		2001-01-22
No	0	R		2001-01-17
No	0	R		2001-01-17
Delete	Clear	Cancel	Select All	Return To RITS Main Menu Help

Figure 3.5 Reports Flagged for Deletion

In Figure 3.5, the seventh report shown on the screen has been flagged for deletion. This flag can be changed at any time until the reports are actually deleted by the RITS maintenance cycle. After you have marked the reports for deletion (or changed deletion marks to NO), click “Delete”. The confirmation screen shown in Figure 3.6 will display.

Confirmation Screens

Confirmation Requested



Purge Report Data Files Confirmation

Yes No

Do you want the selected files flagged for deletion ?

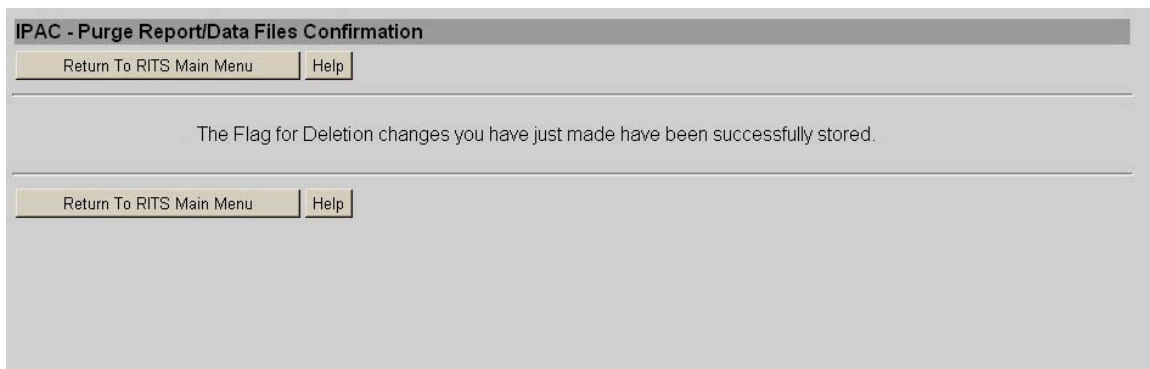
Yes No

Figure 3.6 Purge Report Data Files Confirmation

If you click "No", none of the changes you entered on the most recent **RITS - Report Retention Management** screen will be submitted. You will be returned to the **RITS - Report Retention Management** screen (Figure 3.4).

Confirmation Given

If you click "Yes", the changes to report deletion status you entered on the **RITS - Report Retention Management** will be submitted to the RITS database and those reports marked for deletion will be removed during the next regular database maintenance cycle. You will see the confirmation screen shown in Figure 3.7.



IPAC - Purge Report/Data Files Confirmation

Return To RITS Main Menu Help

The Flag for Deletion changes you have just made have been successfully stored.

Return To RITS Main Menu Help

Figure 3.7 Purge Report Data Files Completion Confirmation

From this screen you can choose to display the system help for this screen ("**Help**") or return to the main menu ("**RITS Main Menu**").

This page intentionally left blank.

Display Messages

RITS contains facilities for presenting messages to the entire system or to specified Payroll Offices. The “Must See” messages are transmitted system wide to all users of the IPAC applications, and may contain IPAC system general instructions, training announcements, new reporting requirements or other administrative information. When you first go to the IPAC system web site, if there is a current “Must See” message, you will be presented with a message screen as explained in the *Introduction* to this manual.

There is another messaging system for “Broadcast Messages”. These messages are distributed to an individual Payroll Office or to a group of Payroll Offices.

You should routinely check for Broadcast Messages for your Payroll Office.

Broadcast Messages are entered through the RITS Administration program and their entry is covered in the RITS Administration Manual. These messages are viewed through the **Display Messages** function on the **RITS Main Menu**.

Accessing the Display Messages Function

To view **Broadcast Messages** intended for your Payroll Office, log on to the IPAC system and choose the RITS option from the IPAC system main menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 4.1.

GOALS II

Retirement and Insurance Transfer System

IPAC

IPAC ADMIN

RITS

RITS ADMIN

TRACS

TRACS ADMIN

PASSWORD

Payroll Office

==> 2812

==> Payroll Office/Pay Cycle

==> Report Retention Management

==> Display Messages

==> Reports

Available 2812 and 2812A Reports

==> Admin Processing Status

==> Retrieve Report/Data Files

Click here

Figure 4.1 RITS Main Menu

Payroll Office

The first field on this screen is the **Payroll Office** field. This is the Payroll Office number of your Payroll Office, or the Payroll Office for whom you are doing business. Your Login ID, which you entered to start your session with the IPAC system, will be available to RITS. Using that ID, RITS will determine the **Payroll Office(s)** for whom you are authorized to perform business.

- If you are only authorized to act on behalf of **one Payroll Office**, that Payroll Office will appear in the **Payroll Office** data entry box as shown above.
- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu box for the **Payroll Office** field.
- If you are authorized to act for **more than 25 Payroll Offices**, the **Payroll Office** field will appear as a blank data entry box.

The **Payroll Office** field is mandatory and you must accept the Payroll Office number shown as a default or, if you have further authorizations, either choose a Payroll Office from the drop down menu or enter a Payroll Office in this field

RITS – Broadcast Messages screen

After completing the Payroll Office field, click on the “Display Messages” button as shown in Figure 4.1. The **Broadcast Messages** screen, shown in Figure 4.2, will display.

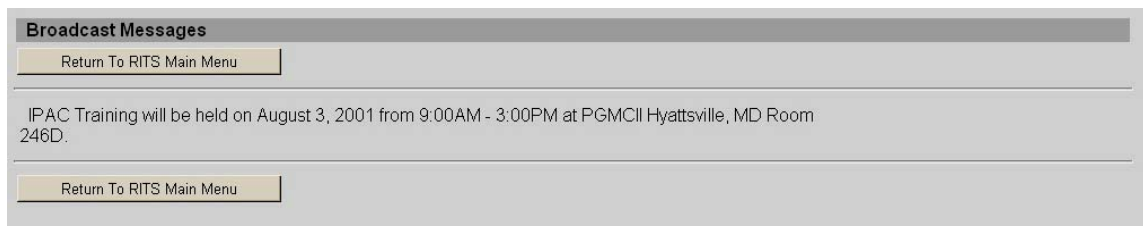


Figure 4.2 Broadcast Messages

You can print this message screen through your browser's print facility.

There is no provision for responding to either **Must See Messages** or **Broadcast Messages** through the RITS system. Once you have seen and made note of the Broadcast Messages for your agency, click “Return to RITS Main Menu.”

Reports

Available 2812 and 2812A Reports, Enrollment (Health Benefit) Codes, and the Federal **Holiday Schedule** can be viewed or printed through this function.

Viewing and Printing Reports

The viewing and printing of documents from within RITS is standardized and is discussed extensively in the *Introduction* to this manual. In some instances, reports have parameters that allow you to place constraints on the data retrieved into the report. The parameters, or report criteria, limit the boundaries of the data that will be contained in the report. For instance, you may be asked for a Start and End Date for the report and no data for transactions before the Start Date or after the End Date will be retrieved. Similarly, you may limit the data to transactions for only one Payroll Office. These and other parameters are entered through a **Report Request** screen after the report is selected from the menu and before generation of the report is requested.

Screens Used to Request a Report

In the print function discussed in the *Introduction*, a **Report Request** screen (Figure 5.1) is described which allows you to enter a Report Description and Footer Comments. The Title on the **Report Request** screen will vary depending on the report you have selected.

The screenshot shows a software window titled "RITS - Holiday Report". At the top, there is a header bar with the title. Below the header, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help". The main area of the window contains four labeled input fields: "Report File Description:" (a large text area), "Start Date:" (a date input field), "End Date:" (a date input field), and "Footer Comments:" (a text input field). At the bottom of the window, there is another set of four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help".

Figure 5.1 Report Request Screen

For the reports viewed or printed from the Reports option on the RITS Main Menu, a similar screen may allow you to enter restrictive parameters in addition to the Report Description and Footer Comments (such as the Start Date and End Date fields shown on Figure 5.1). Any parameters available will be discussed with the description of the individual report below.

Report Request Screen Data Entry Fields

Report File Description

This field is used to name and/or describe the report. It will be this name or description that appears in the system when you later retrieve the report for viewing, printing or deleting. The description that you assign to the report should be as meaningful as possible to help with later report identification. This description does not print on the report itself.

It is important that a meaningful description be entered in this field. This will help you identify the report when you want to retrieve or delete it.

Footer Comments

This field is printed on the bottom of each page of your document or report. Figure I.6 in the *Introduction* shows a sample report with the location of the Footer Comments marked.

Report Request Screen Function Buttons

“OK”

Accepts the parameters you have entered, retrieves the report data and requests the **Report Statistics** screen for this report.

“Clear”

Resets all data entry fields to their values the last time the screen was displayed.

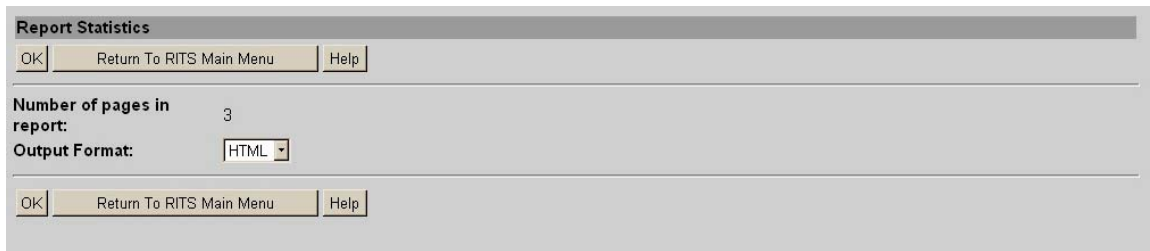
“Return to RITS Main Menu”

Returns to the **RITS Main Menu**.

“Help”

Displays the system help for this report.

After you have retrieved the data for the report by selecting the “OK” button from the **Report Request** screen, the **Report Statistics** screen will display as shown in Figure 5.2. This screen is consistent for all documents which contain data.

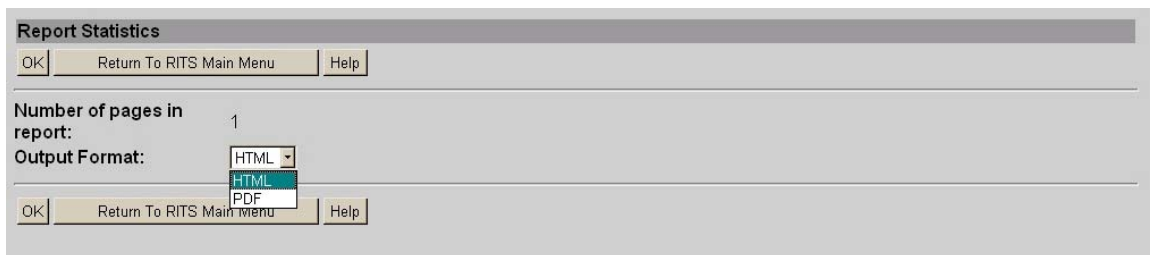


The screenshot shows a window titled "Report Statistics". At the top, there are three buttons: "OK", "Return To RITS Main Menu", and "Help". Below this, the text "Number of pages in report:" is followed by the number "3". Underneath, "Output Format:" is followed by a dropdown menu currently set to "HTML". At the bottom, there are again three buttons: "OK", "Return To RITS Main Menu", and "Help".

Figure 5.2 Report Statistics Screen

Report Statistics Screen Data Fields

This screen will tell you the number of pages the report or document will have and provides you with a drop down menu of output formats and shown in Figure 5.3.



This screenshot is similar to Figure 5.2, but the "Output Format:" dropdown menu is open. It shows two options: "HTML" (which is currently selected) and "PDF". The rest of the screen, including the "Number of pages in report:" field showing "1" and the navigation buttons, remains the same.

Figure 5.3 Output Format Menu on Report Statistics Screen

Menu Choices

HTML

HyperText Markup Language

The document format used on the World Wide Web. Choose this option to view the report immediately. The report is generated in HTML format and appears in the RITS Report Viewer. This is the default choice. When printing a report, it is recommended that you use the PDF format, as described in the next section, rather than the HTML format.

PDF

Portable Document Format

A file format, read with an Adobe Acrobat® reader, for saving the report to be viewed or printed online. The Adobe Acrobat reader must be available on your system and your browser must be properly configured to view or print the report in this format.

Report Statistics Screen Function Buttons

“OK”

Accepts the Output Format you have selected and generates the report.

“Return to RITS Main Menu”

Returns to the **RITS Main Menu**.

“Help”

Displays the system help for this report.

Report Request That Produces No Data

When a report request does not produce any data, no report is generated and the Reports Statistics screen will show the report having 0 pages. Figure 5.4 shows an example of this situation.

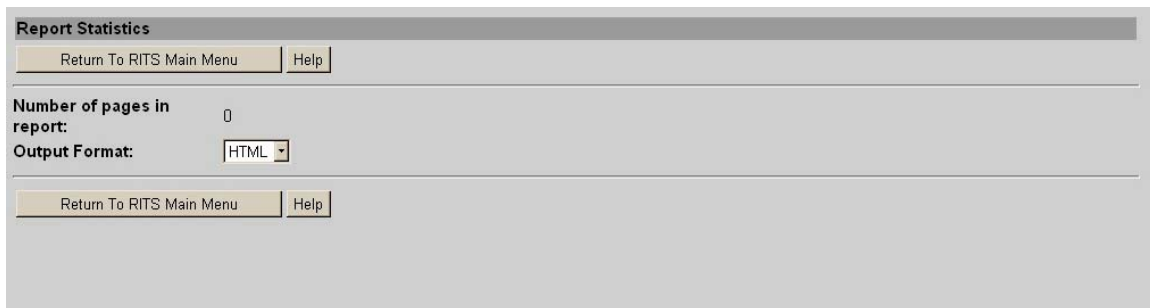


Figure 5.4 Report Request That Produced No Data

When this happens, there is no **“OK”** button to request display of the report. Your only options are to return to the **RITS Main Menu** or to view the system help screen.

Accessing the Reports Function

To access the Reports function, log on to the IPAC system and choose the RITS option from the IPAC system as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 5.5.

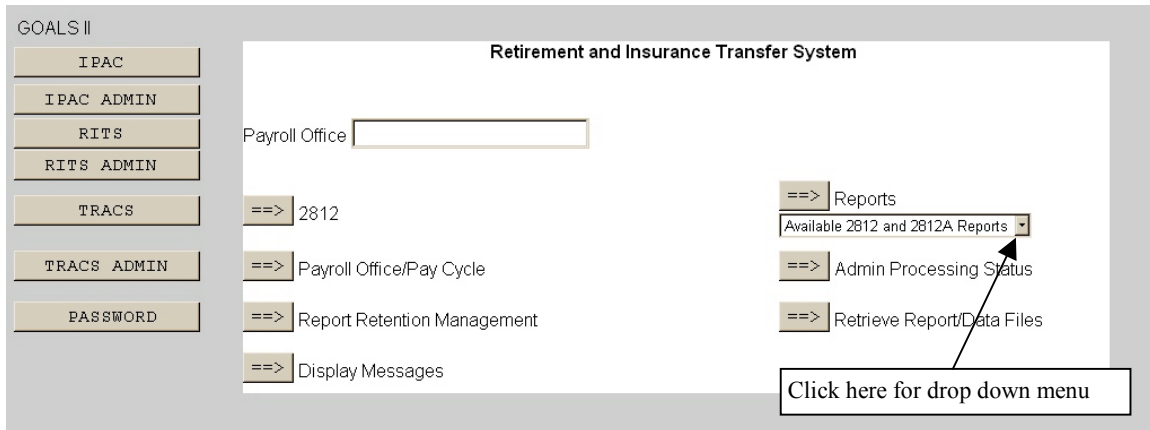


Figure 5.5 RITS Main Menu

You may enter a Payroll Office number on this screen or, if it is required, you may enter it on a later screen. The Reports option has a drop down menu that allows you to select a report before entering the Reports function. You can display this menu by clicking on the down arrow to the right of the default report name as shown in Figure 5.5. Figure 5.6 shows the **RITS Main Menu** with the report menu revealed.

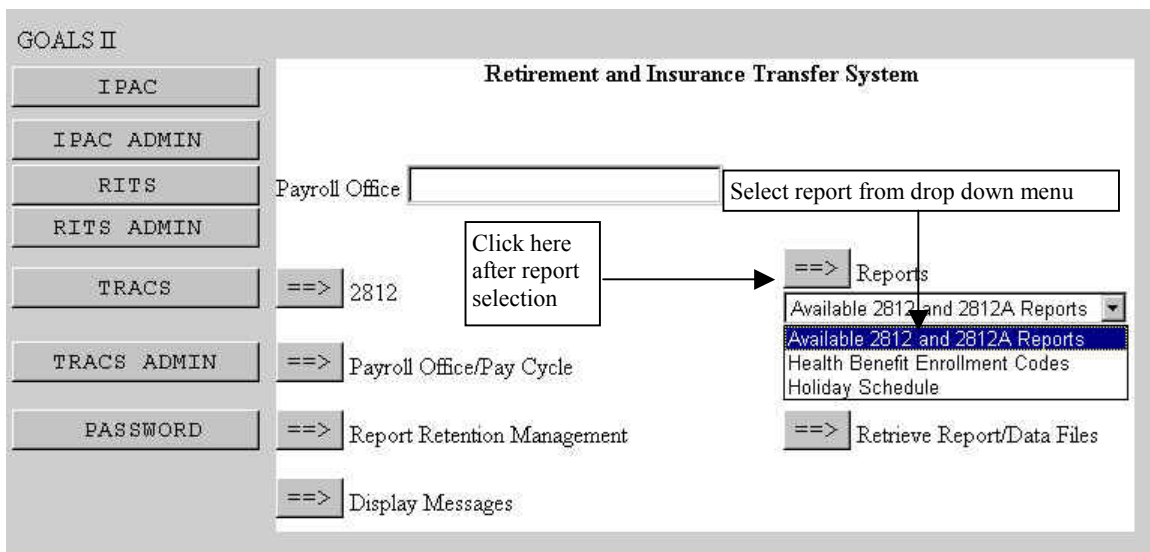


Figure 5.6 RITS Main Menu with Reports Menu

Highlight and select the report you wish to generate. This report will show in the selection window below the “Reports” button. Click “Reports”. The next screen that displays, the **Report Request** screen, will vary according to your report selection and will be discussed with each report below.

Available 2812 or 2812A Report

This is a listing of available forms 2812 or 2812A for a selected Payroll Office. When you select this report, the **Report Request** screen shown in Figure 5.7 will display.

Computer Generated 2812 Or 2812A Report

OK Clear Return To RITS Main Menu Help

Report File Description: Computer Generated 2812s for 24000001

Payroll Office Number: 24000001

Footer Comments: This is a sample Report Footer

OK Clear Return To RITS Main Menu Help

Figure 5.7 Available 2812 or 2812A Report Request

This **Report Request** screen has 3 data entry fields:

Payroll Office Number

If you entered a Payroll Office Number on the **RITS Main Menu** before selecting the “Retrieve Report/Data Files” function, it will appear in this data entry box. You can also enter or change the Payroll Office Number on this screen. If you do not enter a Payroll Office Number in this field, the requested report will have no data.

Report File Description

Footer Comments

} These are the standard Report Request data entry fields described in the *Introduction* and earlier in this Section

A sample of this report is shown below.

PAY PERIODS FOR WHICH THE COMPUTER GENERATED 2812/2812A IS AVAILABLE
PAYROLL OFFICE 80000701

Pay Type	Report Number	Description	From Date	To Date	Payroll Paid Date	RITS Stat
B	B1086261	NASA/LERC	12/17/00	12/30/00	1/9/01	C
B	B1086271	NASA/LERC	12/31/00	1/13/01	1/23/01	C

Figure 5.8 - Available 2812 or 2812A Report

Enrollment (Health Benefit) Codes Report

This is a listing of Health Benefit Enrollment Codes currently in the RITS database.

A **Payroll Office Number** is not required on the RITS Main Menu screen to request this report.

When you select this report, the **Report Request** screen shown in Figure 5.9 will display.

The screenshot shows a web-based form titled "RITS -Maintain Enrollment Code". At the top, there is a header bar with the title. Below the header, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help". The main body of the form contains two text entry fields. The first field is labeled "Report File Description:" and contains the text "Enrollment Codes in RITS as of 2/22/01". The second field is labeled "Footer Comments:" and contains the text "Sample of the Maintain Enrollment Code Report". At the bottom of the form, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help".

Figure 5.9 Enrollment (Health Benefit) Codes Report Request

The **Report File Description** and **Footer Comments** are the standard Report Request data entry fields described in the *Introduction*.

The report contains columns which list the Enrollment Code, the date the Code became effective, the Health Provider Name associated with the Code, the Contribution and/or Withholding Rates for this enrollment Code, and, if applicable, the date the Code was closed.

A sample of this report is shown below.

HEALTH BENEFIT ENROLLMENT CODES

Health Benefit Code	Effective Date	Close Date
101	2001/04/01	
102	2001/04/01	
104	2001/04/01	
105	2001/04/01	
201	2001/04/01	
202	2001/04/01	
204	2001/04/01	
205	2001/04/01	
2G1	2001/04/01	
2G2	2001/04/01	
311	2001/04/01	
312	2001/04/01	
451	2001/04/01	
452	2001/04/01	
454	2001/04/01	
455	2001/04/01	
cab1	2001/05/23	
E31	2001/04/01	
E32	2001/05/03	
E51	2001/04/01	
E52	2001/04/01	
jba	2001/05/23	
KH1	2001/04/26	
KJ2	2001/04/26	
KL1	2001/04/26	
KL5	2001/04/26	
KN1	2001/04/26	
KO2	2001/04/26	
KR1	2001/04/26	
KT2	2001/04/26	
KV1	2001/04/26	
KW2	2001/04/26	
KY1	2001/04/26	
L32	2001/04/26	
LC1	2001/04/26	
LD2	2001/04/26	
LF1	2001/04/26	
LG2	2001/04/26	
LJ1	2001/04/26	
LM2	2001/04/26	
In1	2001/05/21	2001/05/22
LP1	2001/04/26	
LQ2	2001/04/26	
LS1	2001/04/26	
LU2	2001/04/26	
LW1	2001/04/26	
LX2	2001/04/26	
MB1	2001/04/26	
MC2	2001/04/26	
ME1	2001/04/26	
MG2	2001/04/26	
MK1	2001/04/26	
MM2	2001/04/26	
MN1	2001/04/26	
MP2	2001/04/26	
tea1	2001/05/23	
tib1	2001/05/23	

Figure 5.10 Health Benefit Enrollment Codes Report

Holiday Schedule Report

This is a listing of Federal holidays for the period entered by the user. When you select this report, the **Report Request** screen shown in Figure 5.11 will display.

RITS - Holiday Report

OK Clear Return To RITS Main Menu Help

Report File Description: Federal Holidays for Calendar Year 2001

Start Date: 2001-01-01

End Date: 2001-12-31

Footer Comments: Calendar Year 2001 Federal Holidays

OK Clear Return To RITS Main Menu Help

Figure 5.11 Holiday Report Request

This **Report Request** screen has 4 data entry fields:

Enter a **Start Date** and an **End Date** for the report in YYYY-MM-DD format. These fields are mandatory. No holidays before the Start Date or after the End Date will be retrieved.

The **Report File Description** and **Footer Comments** are the standard Report Request data entry fields described in the *Introduction*.

A sample of this report is shown below.

GOVERNMENT HOLIDAYS		
Start Date2001/01/01		End Date2001/12/31
Government Holiday	Description	
1/1/01	New Year's Day	
1/15/01	Martin Luther King's Birthday	
2/19/01	President's Day	
5/28/01	Memorial Day	
7/4/01	Independence Day	
9/3/01	Labor Day	
10/8/01	Columbus Day	
11/12/01	Veteran's Day	
11/22/01	Thanksgiving Day	
12/25/01	Christmas Day	

1 of 1

Calendar Year 2001 Federal Holidays

6/20/01

Report Requested by: Jane A. Doe

R_3_0_7_1_HolidayReport.rpt

Figure 5.12 Government Holidays Report

This page intentionally left blank.

Retrieve Report/Data Files

Reports and data files generated by RITS can be retrieved for viewing or printing through this function. For report deletions, use the Report Retention Management function discussed in *Section 3* of this Manual.

Accessing the Retrieve Report/Data Files Function

To access the Retrieve Report/Data Files function, log on to the IPAC system and choose the RITS option from the IPAC System main menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 6.1.

Figure 6.1 RITS Main Menu

Payroll Office

The data entry field on this screen is the **Payroll Office** field. This is the Payroll Office responsible for filing the SF 2812. Your Login ID, which you entered to start your session with the IPAC system, will be available to RITS. Using that ID, RITS will determine the Payroll Office(s) for whom you are authorized to do business.

- If you are only authorized to act on behalf of **one Payroll Office**, that Payroll Office number will appear in the **Payroll Office** data entry box as shown above.
- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu for the **Payroll Office**.
- If you are authorized to act for **more than 25 Payroll Offices**, the **Payroll Office** field will appear as a blank data entry box.

The **Payroll Office** field is mandatory and you must accept the Payroll Office number shown as a default or, if you have further authorizations, either choose a Payroll Office from the drop down menu or enter a Payroll Office number in this field.

Click “Retrieve Report/Data Files” as shown in Figure 6.1. This will display the **RITS - Retrieve Report/Data Files** screen shown in Figure 6.2.

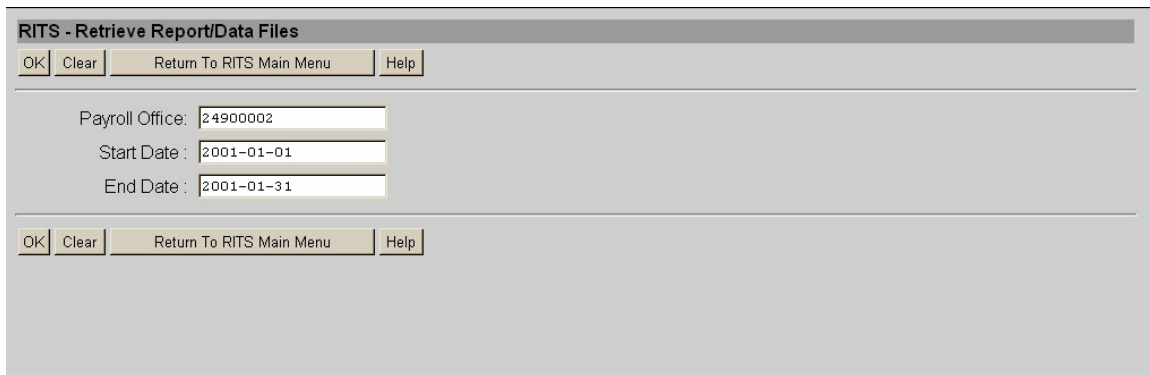


Figure 6.2 Retrieve Report/Data Files

Retrieve Report/Data Files Fields

Payroll Office

The Payroll Office number under which the reports/data files are stored. This field will contain the number you entered in the Payroll Office field on the **RITS Main Menu**. You can change this number or delete it and leave it blank.

Start Date

The starting date of the report/data files search. Enter the date in YYYY-MM-DD format.

End Date

The ending date of the report/data files search. Enter the date in YYYY-MM-DD format.

The start date and end dates refer to the report generation dates, not the dates covered by the reports.

Retrieve Report/Data Files Buttons

“OK”

Submits your request and retrieves a list of report/data files meeting the entered criteria, five to a screen, as shown in Figure 6.3. Only report/data files that you created can be retrieved.

“Clear”

Sets all fields to their values the last time the screen was displayed.

“Return to RITS Main Menu”

Returns you to the **RITS Main Menu**.

“Help”

Displays the system help for this screen.

Retrieving Reports and Data Files

Clicking “OK” on the Retrieve Report/Data Files screen (Figure 6.2) after completing the Start Date and End Date fields will display the Report/Data File List screen shown in Figure 6.3. The reports will be displayed 5 at a time. If there are more than 5 reports meeting the criteria, they may be accessed by clicking the appropriate “Next” or “Prior” button which will display as needed.

Report/Data File List				
Select	Clear	Return To RITS Main Menu		Help
Select	Payroll Office	No. Of Pages	Description	Date
<input type="radio"/>	00000000	1		2001-05-09
<input type="radio"/>	00000000	1	Sample Holiday Report Testing 5/9/01	2001-05-09
Select	Clear	Return To RITS Main Menu		Help

Figure 6.3 Report/Data File List

Report/Data File List Columns

Select

Click the option button to toggle selection for the desired report. Clicking on an already selected report will deselect that report. These fields are mutually exclusive and only one report may be selected at a time. This is the only field that you can change on this screen.

Payroll Office

The Payroll Office number which you entered on the Retrieve Report/Data Files screen.

No. of Pages

The number of pages in the printed report.

Description

The report description that was entered at the time the report was generated.

Date

The date the report was generated.

Report/Data File List Function Buttons

“Select”

Submits the request to retrieve the selected report.

“Clear”

Sets all fields to their values the last time the screen was displayed.

“Next”/“Prior”

Reports are listed five to a screen. If there are more than five reports meeting your selection criteria, these buttons display the next or previous screen of reports/data files.

“Return to RITS Main Menu”

Returns you to the **RITS Main Menu**.

“Help”

Displays the system help for this screen.

Select the report you want to retrieve by clicking the option button to its left , then click the “Select” button to display the **Report Statistics** screen for this report (Figure 6.4).

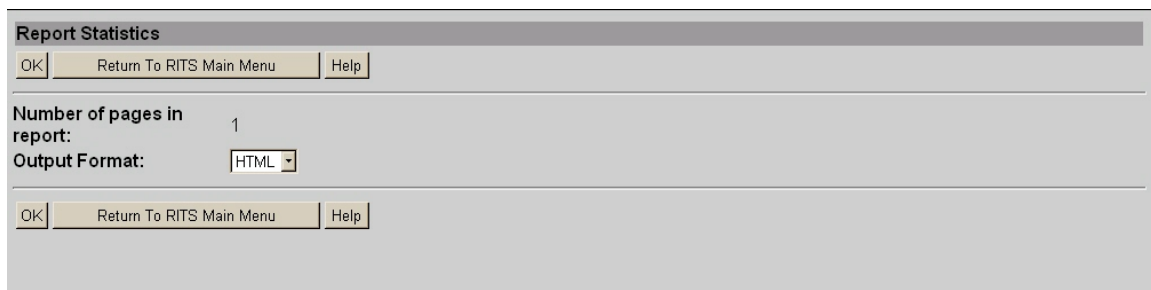


Figure 6.4 Report Statistics

The **Report Statistics** screen is part of the **Viewing and Printing Documents** function that is discussed in detail in the *Introduction* to this manual. When you are finished with this function, you will be returned to the **RITS Main Menu**.

Admin Processing Status

The Admin Processing Status function is new in RITS. It is designed to allow you to review RITS transactions processed through Bulk File Submissions.

Figure 7.1 RITS Main Menu

Accessing the Admin Processing Status function

To access the Admin Processing Status function, log on to the IPAC system and choose the RITS option from the IPAC system main menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 7.1. To display information about transactions that have been processed in RITS through Bulk File submission, select the “Admin Processing Status” button from the **RITS Main Menu** as shown in Figure 7.1.

This will display the **Admin Processing Status Inquiry** screen shown in Figure 7.2 where you will enter the criteria for the transactions (2812 submissions) that you want to review. The report generated will reflect all Bulk File 2812 submissions for the specified Payroll Office within the designated time period.

Figure 7.2 Admin Processing Status Inquiry

Admin Processing Status Inquiry Data Entry Fields

Payroll Office

Payroll Office for which Admin Processing Status Information will be displayed.

Start Date

Date that the search for Admin Processing Status Information is to begin. Enter in YYYY-MM-DD format.

End Date

Date that the search for Admin Processing Status Information is to end. Enter in YYYY-MM-DD format.

Start Time

Time that the search for Admin Processing Status Information is to begin. Enter in military format. Military time is explained in the *Introduction*, and a time conversion chart is included in *Appendix G*.

End Time

Time that the search for Admin Processing Status Information is to end. Enter in military format.

Admin Processing Status Inquiry Buttons

“Submit”

Submits the request for Admin Processing Status Information.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed.

“Return To RITS Main Menu”

Returns to the **RITS Main Menu**.

“Help”

Displays help information for this screen.

Admin Processing Status Inquiry Results				
Return To IPAC Main Menu Print Help				
Trans Date	Trans Time	Message	Logon Id	App Code
2001-02-15	12:06:32	EDI Trading Partner Profile Information	eliat003	IPAC
2001-04-13	10:59:32	The ALC 5697 has been closed	eliat004	IPAC
Return To IPAC Main Menu Print Help				

Figure 7.3 Admin Processing Status Inquiry Results

Admin Processing Status Inquiry Results Data Entry Fields

Trans Date

Date the transaction was processed.

Trans Time

Time the transaction was processed. Displayed in military time format.

Message

Displays a description of the transaction.

Logon ID

Displays the Logon ID of the person who submitted the transaction.

App Code

The application name in which the transaction occurred. All RITS related transaction information will be displayed with “RITS” in this column.

Admin Processing Status Inquiry Results Buttons

“Return To RITS Main Menu”

Returns to the **RITS Main Menu**.

“Print”

Select this option to print a copy of this report. The Print function is described in detail in the *Introduction*.

“Help”

Displays help information for this screen.

Appendix A

Sample 2812 & 2812 A

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Appendix C

Configuring Netscape Navigator® to save PDF files

If your Netscape Browser does not give you the option to save a .PDF file to disk, you will need to reconfigure this file type in Navigator. Select Edit from Netscape's Menu Bar.



Figure C.1 Netscape Navigator Menu Bar

A drop-down menu similar to that shown in Figure C.2 will display.

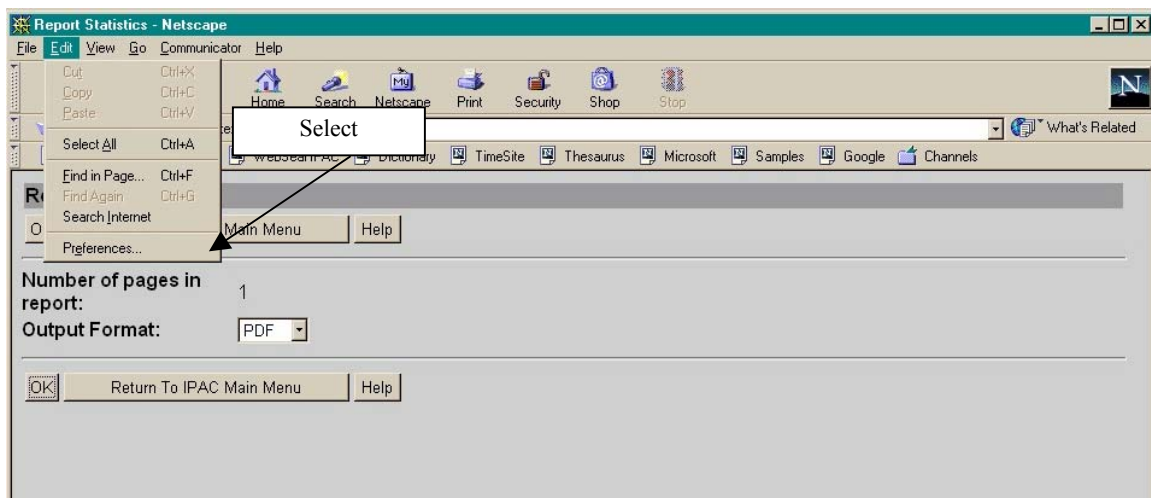


Figure C.2 Netscape Navigator Edit Menu

The “Preferences” command on the Edit Menu displays a Preferences dialog box as shown in Figure C.3

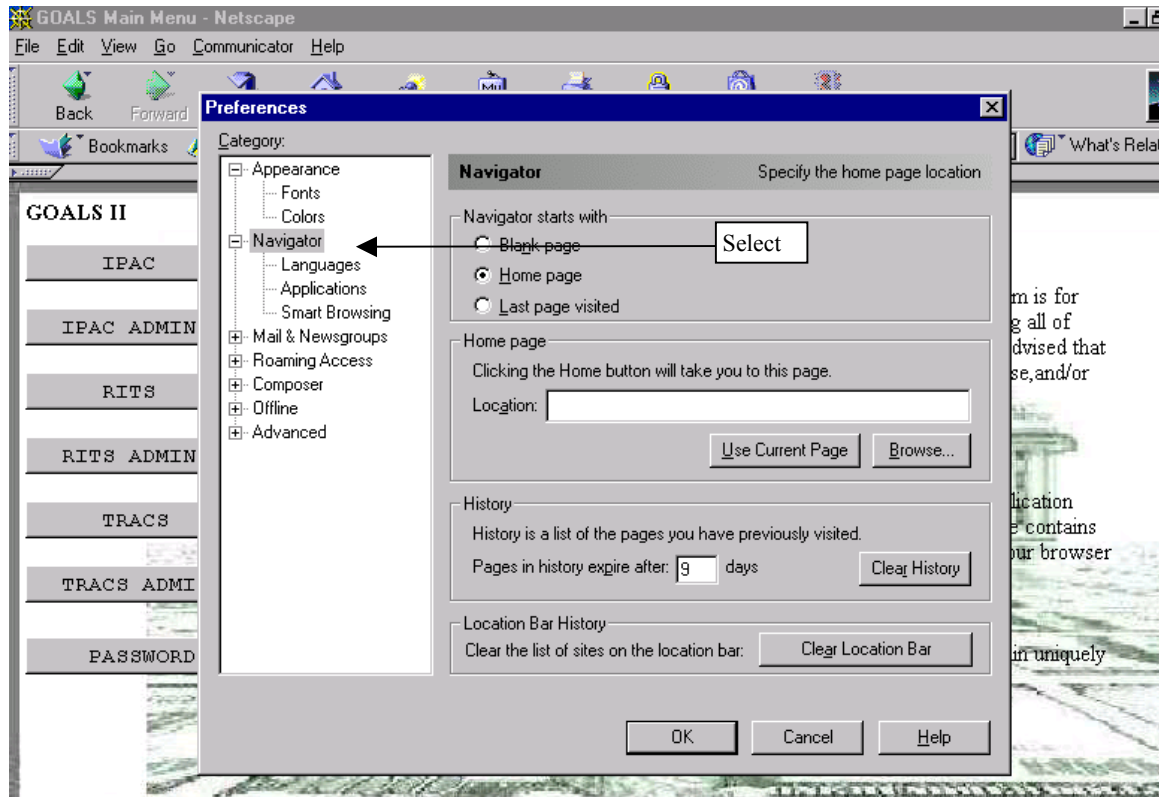


Figure C.3 Netscape Navigator Preferences/Navigator Dialog Box

In the Category window, choose Navigator/Applications and a Description window will display as shown in Figure C.4

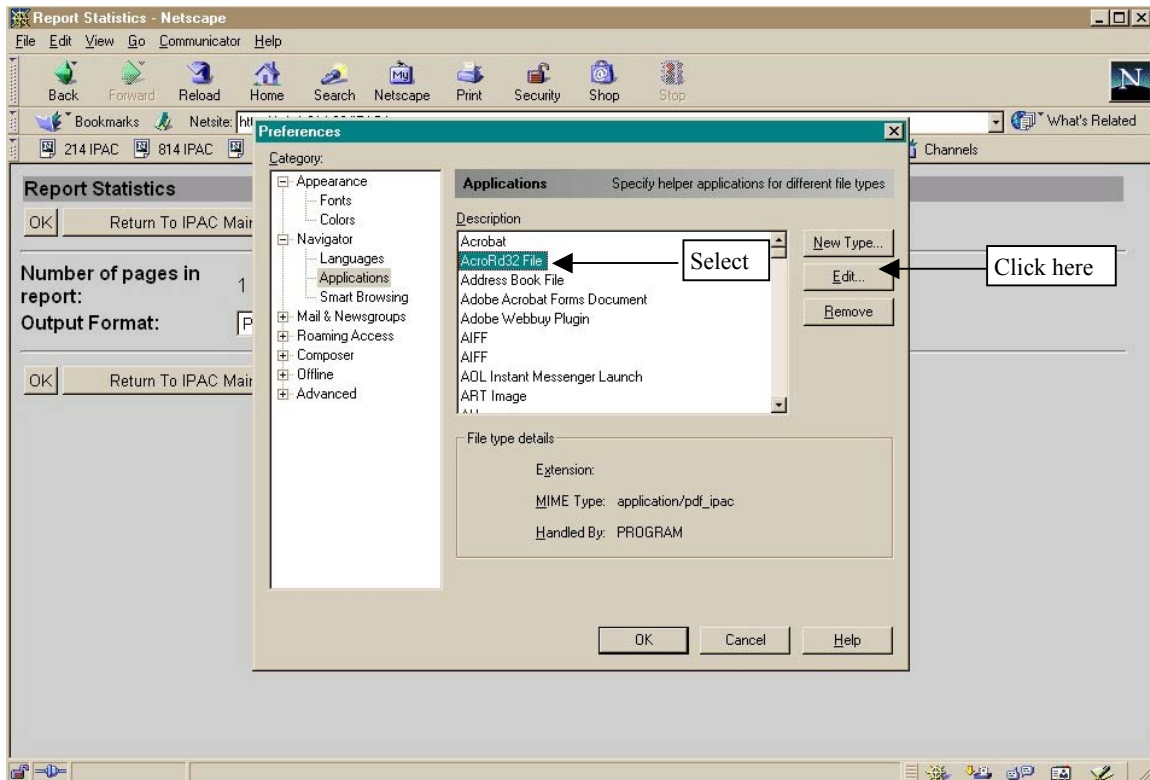


Figure C.4 Netscape Navigator references/Applications Dialog Box

In the Description select **AcroRd32 File** (or **AcroRd16 File**) and click Edit.

The Edit Type dialog box will display. Leave all of the options as you find them with the exception of the “Ask me before opening downloaded files of this type” box. Click this box to insert a check mark.

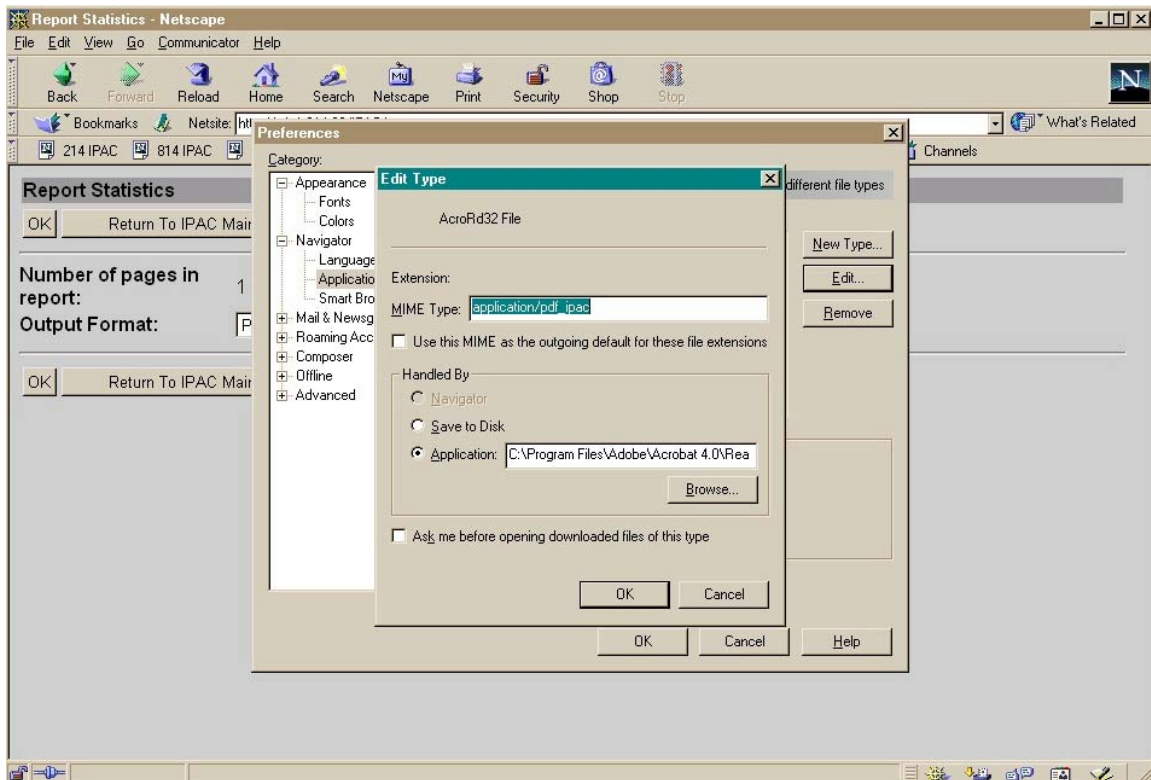


Figure C.5 Netscape Navigator Edit Type Dialog Box

Click “OK” to save your change and close this dialog box, and “OK” again to close the Navigator/Applicator dialog box. This will return you to the main Netscape screen. The next time you choose a PDF file as your output option from a **Report Statistics** screen, you should see the Security Warning dialog box referenced the in *Introduction* and shown in Figure C.6.

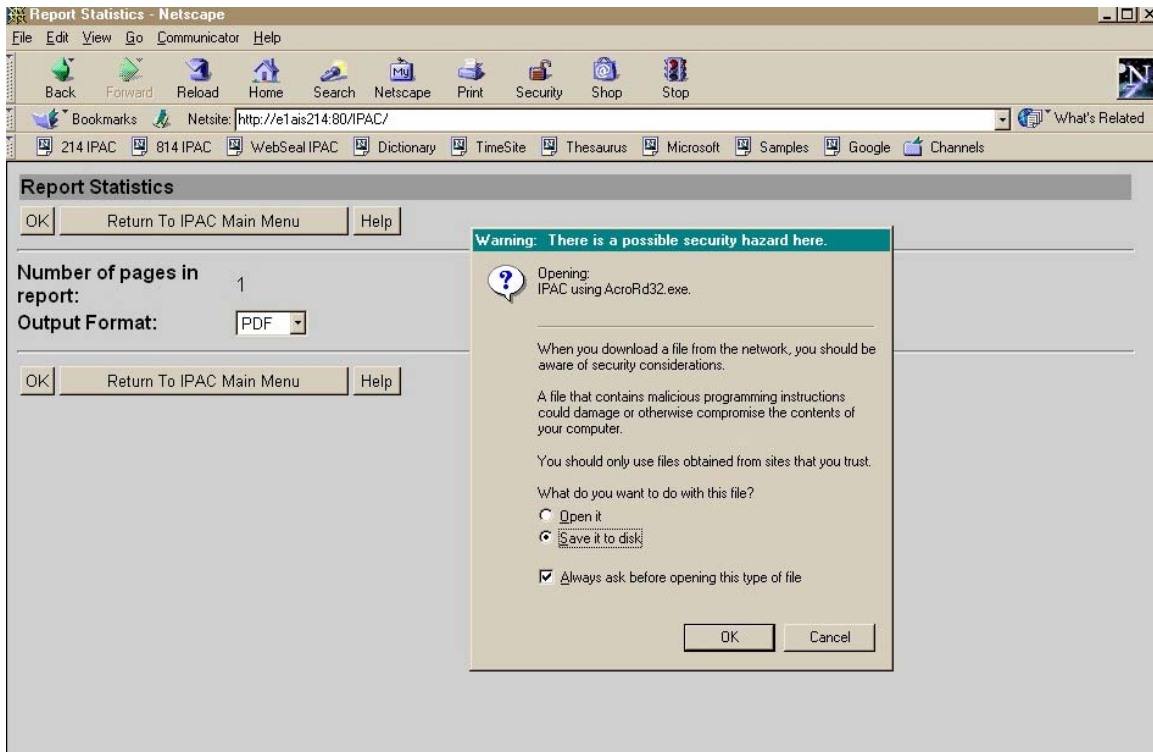


Figure C.6 Netscape Navigator Security Warning Dialog Box

In Microsoft's Internet Explorer® you cannot accidentally configure the MIME type for PDF files only to open without the option of being saved. The option "Always ask before opening this type of file" is dimmed and the check mark cannot be removed from the "File Download" dialog box for .pdf, .exe or .com files.

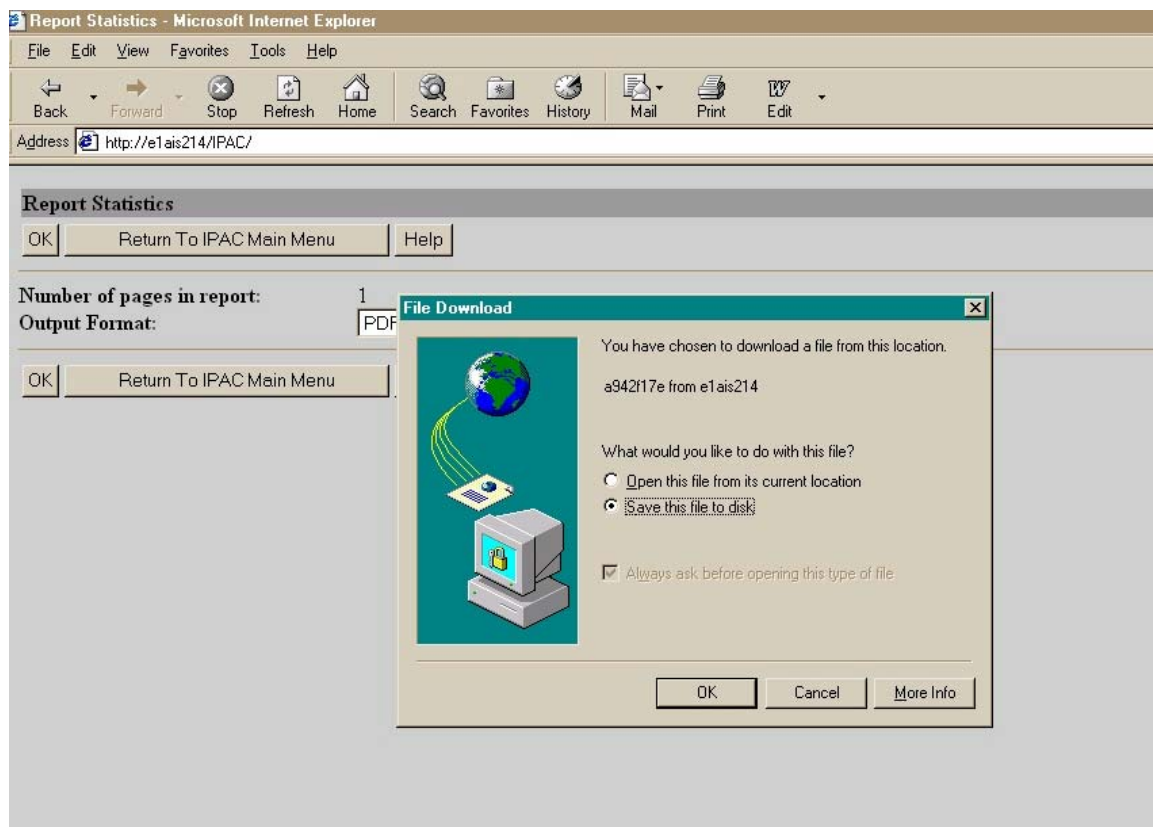


Figure C.7 Microsoft Internet Explorer File Download Dialog Box

Appendix D

Configuring Browsers to Accept Cookies

What are Cookies?

A cookie is a file sent to a web browser by a web server. It is used to store information about users and their preferences so the server does not have to repeatedly request the information. When the browser requests additional files, the cookie information is sent back to the server.

The name “cookies” comes from “magic cookies” which are tokens used in the UNIX operating system. (An alternate theory is that the name comes from the story of Hansel and Gretel, who marked their path through the woods by dropping crumbs along their trail.)

Session cookies reside in your computer's memory until you close your browser. Long term cookies are written to your hard drive. Cookies can store information that you enter during your browser session, but they cannot read information stored in your computer.

Cookies are simple text files and cannot execute programs on your computer. You can use a text editor to view cookie files. In Netscape® Communicator 4.75, the file is called **cookies.txt** and is located in the same folder as Netscape. Macintosh users can find it in the Netscape folder in the System/Preferences folder. Internet Explorer creates separate files for each cookie and stores them in folders named **Cookies** or **Temporary Internet Files**.

What are the IPAC System Cookie Requirements?

The IPAC System Cookie Policy, as stated on the **IPAC System Main Menu** is:

Cookie Policy: The Department of Treasury, Financial Management Service Application web sites require and use a cookie for maintaining a connection. This session cookie contains a system generated ID only, is stored in memory and automatically deleted when your browser is closed.

Long-term (written to your hard-drive) cookies are also used to maintain optional preferences. These cookies only contain such preference settings; they do not contain uniquely identifying information and are not used for tracking purposes.

To access the IPAC applications, **cookies MUST be enabled**. The default value for most browsers, including Microsoft® Internet Explorer 5 and Netscape® Communicator 4.75, is that cookies are enabled. If you receive a error message regarding cookies when trying to access the IPAC applications on the Internet, check your browser settings to be sure that cookies are enabled.

If you or your agency are uncomfortable with having cookies enabled in your browser, you may choose “Prompt” as your cookie setting in Microsoft Internet Explorer 5.0 (see Figure D.4) or “Warn me before accepting a cookie” in Netscape Communicator 4.75 (see Figure D.7). You must still accept any cookies sent by the IPAC applications, but the warning will remind you of your cookie setting when you are accessing other sites through your browser. (This warning can quickly become irritating, so use this setting only if required by policy.)

Controlling Cookies in Microsoft® Internet Explorer 5

To configure your cookie settings, open Internet Explorer and from the menu bar, select **Tools > Internet Options** as shown in Figure D.1

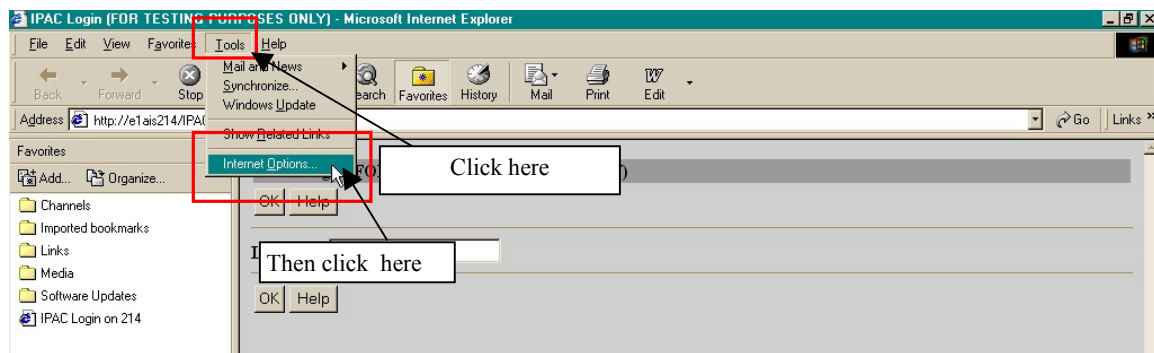


Figure D.1 IE5 Enabling Cookies--Step One

On the **Internet Options** window click the **Security** tab as shown in Figure D.2

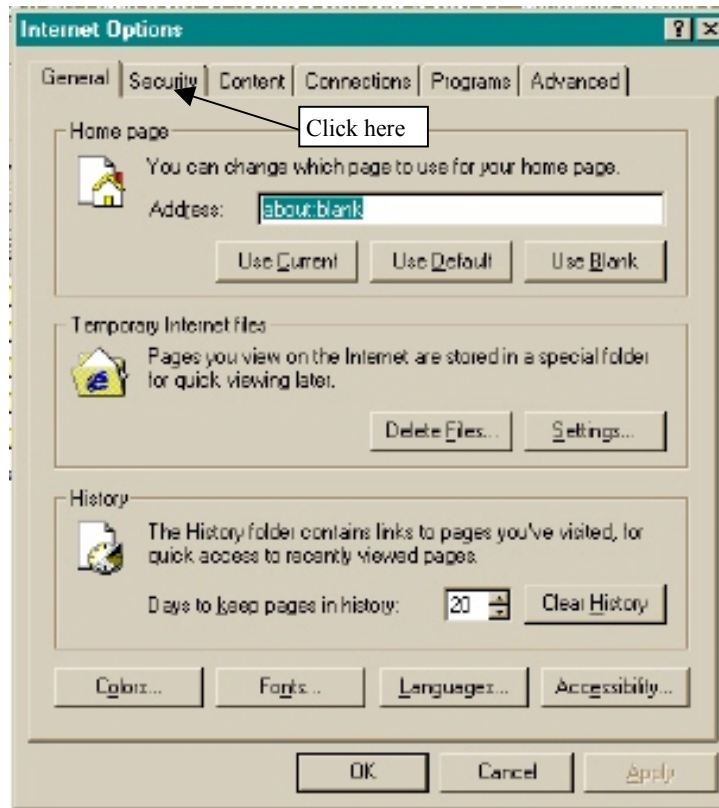


Figure D.2 IE5 Enabling Cookies--Step Two

On the **Internet Options Security** window click the **Custom Level** button. As shown in Figure D.3.

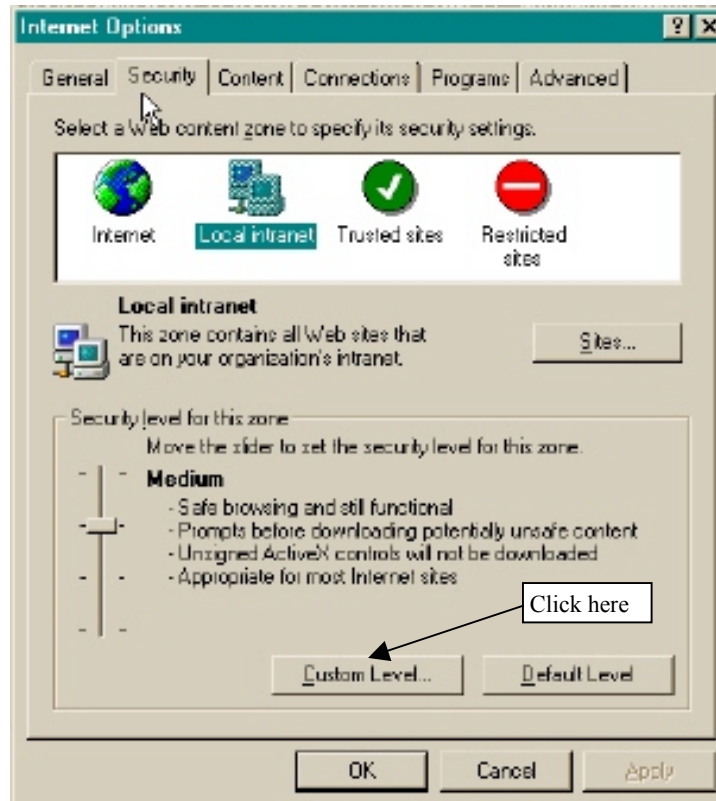


Figure D.3 IE5 Enabling Cookies--Step Three

In the **Settings** window:

- 1) Scroll down to the **Cookies** area.
- 2) In the "Allow cookies that are stored on your computer" section, choose "Enable," or "Prompt."
- 3) In the "Allow per-session cookies (not stored)" section, choose "Enable," or "Prompt."
- 4) Click "OK" to close the **Security Settings** window.

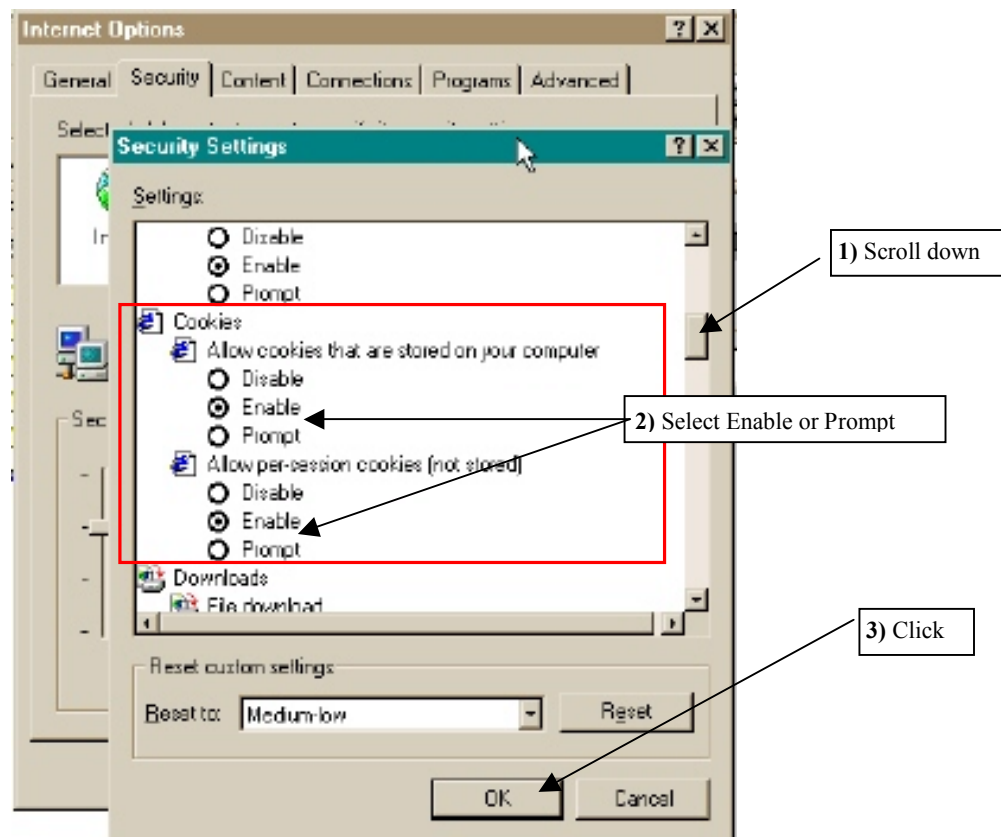


Figure D.4 IE5 Enabling Cookies--Step Four

Click "OK" to close the Internet Options window.

Controlling Cookies in Netscape® Communicator 4.75

To configure your cookie settings, open Netscape Communicator and from the menu bar, select **Edit > Preferences** as shown in Figure D.5

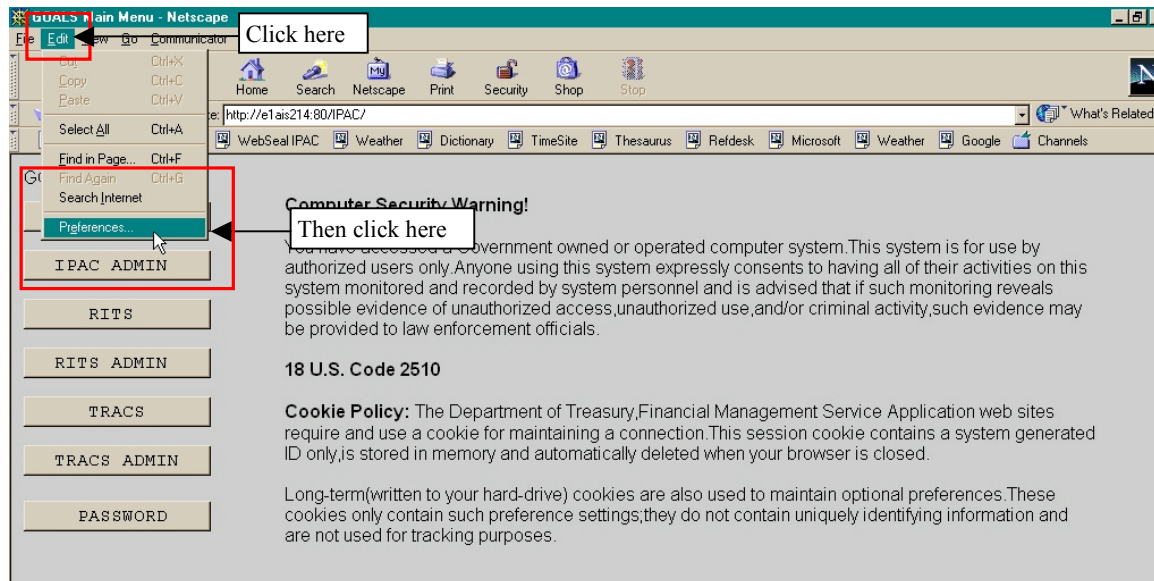


Figure D.5 Netscape Enabling Cookies--Step One

In the **Preferences** window, click the Advanced category as shown in Figure D.6.

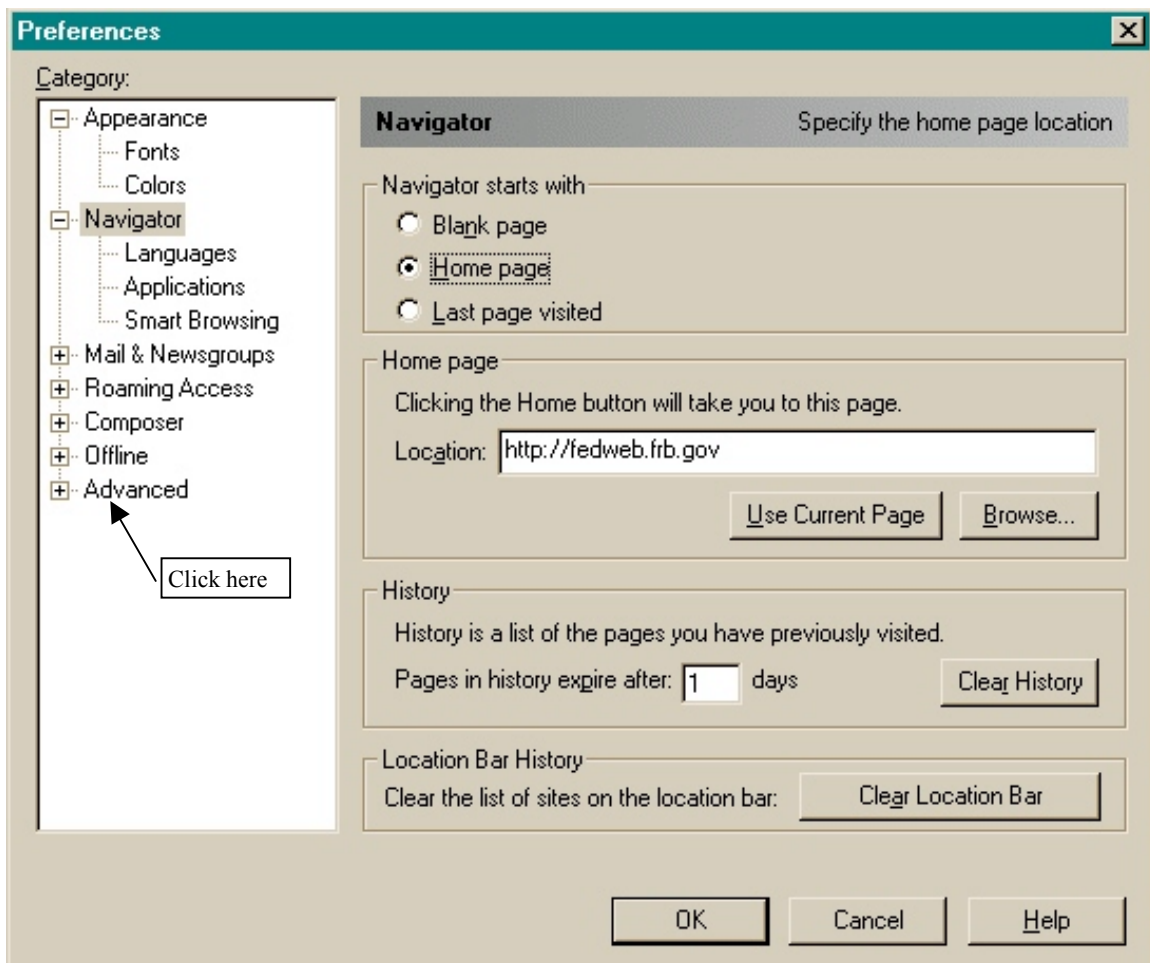


Figure D.6 Netscape Enabling Cookies--Step Two

In the **Preferences, Advanced** window, under **Cookies** select “**Accept all cookies**” or “**Accept only cookies that get sent back to the originating server**” as shown in Figure D.7.

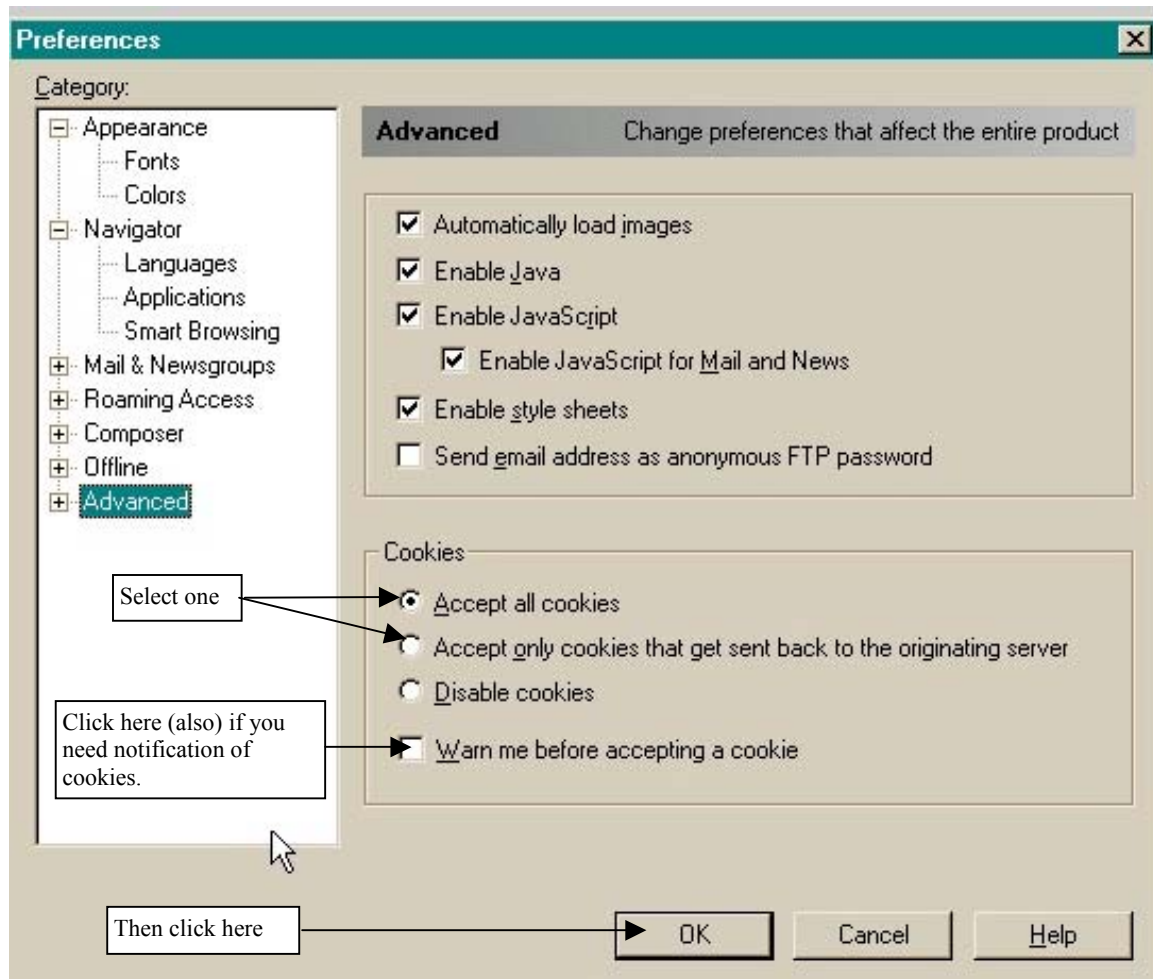


Figure D.7 Netscape Enabling Cookies--Step Three

Click “OK” to save your new configuration and close the **Preferences** window

Appendix E

RITS Roles and Functions

User Role	Function Performed
RITS Accountant	Report retention management Display messages Access to the following reports: Available 2812 and 2812A Reports Enrollment (Health Benefit) Codes Holiday Schedule Retrieve report / data files
Bulk File Submitter - Submit bulk 2812s	Report retention management Display messages Retrieve report / data files
RITS Payroll Admin	2812 (cannot create estimated or model estimated – can create an original and supplemental, can also edit an original or supplemental prior to drawdown) Payroll office / pay cycle (can't add payroll office) Report retention management Display messages Access to the following reports: Available 2812 and 2812A Reports Enrollment (Health Benefit) Codes Holiday Schedule Retrieve report / data files
RITS Payroll Clerk	2812 (cannot create estimated or model estimated – can create an original and supplemental, can also edit an original or supplemental prior to drawdown) Report retention management Display messages Access to the following reports: Available 2812 and 2812A Reports Enrollment (Health Benefit) Codes Holiday Schedule Retrieve report / data files
RITS System Log	Admin processing status

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Appendix F

Military Time Conversion Chart

Military Time Conversion Chart

24 hour clock (Military Time)	12 hour clock
0100	1:00am
0200	2:00am
0300	3:00am
0400	4:00am
0500	5:00am
0600	6:00am
0700	7:00am
0800	8:00am
0900	9:00am
1000	10:00am
1100	11:00am
1200	12:00pm
1300	1:00pm
1400	2:00pm
1500	3:00pm
1600	4:00pm
1700	5:00pm
1800	6:00pm
1900	7:00pm
2000	8:00pm
2100	9:00pm
2200	10:00pm
2300	11:00pm
0000	12:00am

*Transactions, reports and data files will be time stamped Eastern Standard Time.

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Appendix G

Glossary of Terms and Acronyms

Accomplished Date The date a RITS transaction was successfully processed by RITS.

Accounting Date The date a RITS drawdown was accomplished.

Agency Federal Government Agency

ALC (Agency Location Code) A 3(RFCs), 4(DOs) or 8 (use RFCs for disbursement) digit identifier assigned by FMS for Treasury reporting purposes. The first two digits on the 8-digit ALC identify the department of agency, the third and fourth digits identify the particular bureau within the department, and the remaining four digits identify the particular agency account section within that bureau.

Annuitant A retiree receiving an annuity (pension).

Browser A software package used to display documents on the Internet. RITS has been designed and tested with both Microsoft Internet Explorer and Netscape Navigator.

Contact Phone The complete telephone number including area code (and country code if outside) of the Payroll Office contact.

Contributions The portion of the benefit cost paid by the employing agency.

CSRS (Civil Service Retirement System)

CSV (Comma Separated Values) (comma delimited) A file format that separates data fields with commas. The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different programs.

Days Past Ending Date The number of days past the ending date of a pay period that a payroll is paid. If a weekly payroll ends on Saturday and the employees are paid on the following Thursday, the Days Past Ending Date for that payroll is five.

DO Symbol (Disbursing Office Symbol) A five character identifier automatically assigned when a Payroll Office is established in RITS. Each Payroll Office has a unique DO Symbol for RITS. RITS DO Symbols start with an "R".

Drawdown The process by which OPM accesses the RITS data and transfers funds. The funds are transferred from the agency's account to the OPM account

Enrollment Code A three character alphanumeric code that identifies a category of health benefit plan. The first two characters specify the benefit provider and the last character identifies the option. Health benefit funds that are reported on the 2812A are broken down on the 2812A by Enrollment Code. This is the basis for for OPM's payments to the health benefit providers.

FERS (Federal Employees' Retirement System)

FMS (Financial Management Service) The U.S. Government's financial manager, central disburser and collections agent as well as its accountant and reporter of financial information. FMS is a bureau of the Treasury Department.

FPA (Federal Program Agency)

GOALS II (Government On-Line Accounting Link System II) The telecommunications network that provides automated financial reporting directly to FMS.

Holiday Handling Flag

Pay cycles contain a Holiday Handling Flag. This flag is used to change the normally scheduled pay day to an adjusted pay day when the normally scheduled pay day falls on a weekend or a holiday. This will be the pay date that RITS is looking for the 2812 report and the pay date that the payroll offices should indicate on their transmissions. The holiday flag is determined at the time the pay cycle is established. Values for the Holiday Flag are P (Prior) and S (Subsequent). For example:

- If the normally scheduled pay day falls on Monday, May 28th (Memorial Day) and the Holiday Handling Flag is "P", the adjusted Pay Date will be Friday, May 25th (the "P"rior work day). If the Holiday Handling Flag is "S", the adjusted Pay Date is Tuesday, May 29th (the "S"ubsequent work day).
- If the normally scheduled Pay Date falls on a Saturday or a Sunday and the Holiday Handling Flag is a "P", the adjusted Pay Date would be Friday. If Friday is a holiday the adjusted Pay Date would be Thursday. If the Holiday Handling Flag is "S" the adjusted Pay Date would be Monday. If Monday is a holiday the adjusted Pay Date would be Tuesday

HTML (HyperText Markup Language) The document format used on the World Wide Web.

IPAC (Intra-governmental Payment and Collection System) An Internet based GOALS II application for interagency transactions.

Login ID The 8 alphanumeric characters assigned to the user to uniquely identify that user.

OPM (Office of Personnel Management) The agency of the U.S. Government responsible for maintaining the Federal benefit programs for Federal employees.

Optional Address Optional address field which is used to enter an optional street address (different from the postal mailing address) or a second line, before the city and state, of the first address.

OWCP (Office of Workers' Compensation Programs) The Division of Federal Employees' Compensation of OWCP administers the Federal Employees' Compensation Act (FECA). The purpose of FECA is to provide Federal employees who sustain work-related injury or disease with benefits for medical care and wage loss replacement. This field is also used in RITS to identify Payroll Offices that report withholdings and contributions for Federal retirees.

Pay Cycle A regular, repeated sequence of pay dates. In RITS, a Pay Cycle is defined

with a Pay Cycle Description, Pay Cycle Type and a Pay Cycle Start Date and is identified by a Pay Cycle ID. A Pay Cycle contains individual Payrolls.

Pay Cycle Description A functional description used by a Payroll Office to identify a Pay Cycle. Descriptions should be explanatory, such as “Monthly Executive Payroll” or “Hourly Non-Exempt Payroll” to aid in identification.

Pay Cycle ID An identification number assigned by RITS to a Pay Cycle when that cycle is first entered in the system.

Pay Cycle Type The length of time between payroll ending dates. The Pay Cycle Types available in RITS are Bi-weekly (B), Four-weekly (F) Monthly (M) Semi-monthly (S) and Weekly (W)

Pay Date The date on which a payroll check is made available to an employee or a direct deposit of funds for a payroll amount is made to an employee’s account.

Payroll The period of service for which an employer pays wages to its employees. A RITS payroll is defined by a combination of a Pay Cycle ID and a Pay Date.

PDF (Portable Document Format) A file format, read with an Adobe Acrobat® reader, which allows documents to be displayed identically between different operating system platforms. There are Acrobat readers available for DOS, Windows, UNIX and mainframe operation systems.

Report Number The report number is eight characters in length and is named using the following formula:

1	Pay Cycle Type	B (for Bi-weekly)
2	Fiscal Year	1
3-5	Pay Cycle ID	127
6-7	Sequential No.	04
8	Report Type	I (for Original)

RITS (Retirement and Insurance Transfer System) an Internet based IPAC application to automate the transfers of Federal employees’ health benefit, retirement and life insurance program information and payments to OPM.

TFM (Treasury Financial Manual) The official publication on Treasury procedures for financial management and reporting. The TFM is available online at:
www.fms.treas.gov/tfm

TSV (Tab Separated Values) (tab delimited) A file format that uses tab characters (ASCII 9) as separators between fields. Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes. This file format is used to transfer data between different programs.

URL (Uniform Resource Locator) Specifies the location of a resource residing on the Internet or an intranet. A complete URL consists of a scheme (such as HTTP or FTP), followed by a colon, a server name, and the path of a resource (for example: <http://www.fms.treas.gov/tfm>).

Withholdings The portion of the benefit cost that is withheld from an employee’s pay to cover the cost of benefits.

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